

CITY OF WAVERLY
WAVERLY PUBLIC LIBRARY
1500 West Bremer Avenue
Waverly, IA 50677
(319) 352-1223
waverly@waverly.lib.ia.us

Application for Employment-AN EQUAL OPPORTUNITY EMPLOYER

The City of Waverly does not discriminate on the basis of sex, race, color, religious belief, age or disability.

INSTRUCTIONS: Print in ink or type all answers. Use a separate sheet of paper for additional information.

Interested in: Full-Time Part-Time

Positions Applied For: _____

When would you be available to start work: _____

PERSONAL DATA

Name: _____
Last First MI

Email Address: _____

Current Address: _____
Street &/or Box City State Zip

Permanent Address: _____
Street &/or Box City State Zip

Social Security No.: _____ Telephone No. _____

Emergency Contact Person: _____ Telephone No. _____

Have you ever been convicted of a crime other than a simple misdemeanor? Yes No

If yes, please explain: _____

Are you legally eligible for employment in the U.S.A.? Yes No
Proof of eligibility will be required at time of employment.

Do you have a current Iowa driver's license? Yes No License # _____

If you checked "yes", check the type of license: Regular Chauffeur Commercial

EDUCATION & TRAINING

Name & Address of School	Course of Study (Major/Minor)	Current Year (Please Circle)	List Degree Obtained
High School:		Freshman Sophomore Junior Senior	
College:		Freshman Sophomore Junior Senior	
Post-graduate studies:			

CURRENT CERTIFICATIONS

First Aid CPR Pesticide Application

What volunteer experience have you had that would assist you with the position(s) you are applying for?

Were you previously employed by the City of Waverly? Yes No

List any special training that applies to the position for which you are applying (vocational schools, short courses, workshops, etc.):

If the job announcement requires operation of specific machinery or special skills, check list below for those at which you are competent with:

Push Mower Riding Mower Manual Shift Vehicle Motorized Weed Eater Tractor

EMPLOYMENT RECORD

Begin with your present or most recent employer and continue for the past 15 years. Include self-employment and military service. Attach additional sheets if necessary.

1. Dates worked: From _____ to _____ Ending Salary _____

Employer's Name _____ Supervisor's Name _____

Employer's Address _____ Phone _____

Type of Work _____

Reason for Leaving _____ Contact ? Yes No

2. Dates worked: From _____ to _____ Ending Salary _____
Employer's Name _____ Supervisor's Name _____
Employer's Address _____ Phone _____
Type of Work _____
Reason for Leaving _____ Contact ? Yes No

3. Dates worked: From _____ to _____ Ending Salary _____
Employer's Name _____ Supervisor's Name _____
Employer's Address _____ Phone _____
Type of Work _____
Reason for Leaving _____ Contact ? Yes No

4. Dates worked: From _____ to _____ Ending Salary _____
Employer's Name _____ Supervisor's Name _____
Employer's Address _____ Phone _____
Type of Work _____
Reason for Leaving _____ Contact ? Yes No

References:

List 3 references, other than former employers or relatives who know you well enough to give information about you.

Name	Address	Phone	How Long Acquainted?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Certification of Applicant (Please Read Carefully)

I hereby certify that this application contains no misrepresentations or falsification and that the information given is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, my application will be rejected, my employment will be terminated, and I will be disqualified from applying in the future for any positions with the City of Waverly. I further authorize the City of Waverly make all necessary and appropriate investigations to verify the information contained herein.

Signature of Applicant _____ Date: _____

