

PRE-EMPLOYMENT APPLICATION

(Iowa)

Our Company is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, pregnancy, sexual orientation, or gender identity, age, color, religion, national origin, veteran status or any disability provided in the Americans with Disabilities Act and genetic information.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken until all questions have been answered.

PERSONAL:

Date: ____/____/____

Last Name: _____ First Name: _____ Middle: _____

Present Address: _____ City: _____ State: _____ Zip code: _____

Phone: _____ Are you over 18? Yes ___ No ___

Do you have the legal right to be employed in the United States? Yes ___ No ___

Have you been convicted of any crime (excluding minor traffic violations) including DWI? Yes ___ No ___

If yes, state the state, offense, location, date and disposition: _____

Do you have the ability, with or without reasonable accommodations, to work overtime or to travel if travel and/or overtime are required by the job for which you are applying? Yes ___ No ___ If no, please explain: _____

Would you be willing to relocate: Yes ___ No ___

Driver's License: State _____ Type _____ Currently Valid? Yes ___ No ___

EMPLOYMENT DESIRED:

Position applied for: _____ Full-Time _____ Part-Time _____

Temporary or Summer employment _____ Date available to start: _____

Have you applied or worked for this company before: Yes ___ No _____. If yes, please explain:

How did you learn of our company and/or position? _____

Are you now, or do you expect to be working in any other business or job? Yes ___ No _____

Are there any days or hours you would be unable or unwilling to work? Yes ___ No _____. If yes, please specify those days or hours you would be unable or unwilling to work _____

EDUCATION HISTORY:

	Name and Location of School	Dates	Did you Graduate?	Courses Studied
High School			Yes _____ No _____	Diploma:
College		From: To:	Yes _____ No _____	Diploma:
Trade or Business School		From: To:	Yes _____ No _____	Diploma:

GENERAL INFORMATION:

If you did not graduate, why did you leave high school or college? _____.

Are you planning to pursue further studies? Yes _____ No _____ If so, when, where and what courses? _____.

List any scholastic honors, offices held and activities involved in during high school or college _____.

List and describe any other school or specialized training _____.

MILITARY:
 Have you ever served in the military? Yes _____ No _____
 Service Branch _____ Date Entered _____
 Date Separated _____ Final Rank _____

CAPABILITY/RELIABILTY:

Would you be willing and able to perform all of the tasks required by the job you are applying for? Yes _____ No _____ If no, please explain: _____.

Have you filed any type of fraudulent claim against any of your present or past employers? Yes _____ No _____ If yes, please explain: _____.

Will you abide by the safety rules of this company? Yes _____ No _____

Have you ever been disciplined for violating company safety rules or regulations? Yes _____ No _____ If yes, please explain: _____.

How many days of work (or school) have you missed in the last two years? _____.

How many times have you been late to work (or school) in the last two years? _____.

Would you be willing and able to report to work on time every day on a regular and consistent basis? If No, please explain: _____.

WORK HISTORY (List below last four employers, starting with the most recent).

Date Employed	Name & Address of Employer	Salary	Title/Duties Performed	Reason for leaving
FROM: TO:	Supervisor Name/Title: _____	Starting: Ending:		
FROM: TO:	Supervisor Name/Title: _____	Starting: Ending:		
FROM: TO:	Supervisor Name/Title: _____	Starting: Ending:		
FROM: TO:	Supervisor Name/Title: _____	Starting: Ending:		

SUPPLEMENTAL EMPLOYMENT QUESTIONS

If you are presently employed, may we contact your employer? Yes _____ No _____

If you worked in any of your previous positions under another name, please give that name(s)
_____.

Have you ever been fired, or asked to resign, from a job? Yes _____ No _____ If yes, please explain:
_____.

SPECIAL SKILLS:

Do you type? Yes _____ No _____ Words per minute _____.

Have you had any computer experience or training? Yes _____ No _____. If yes, please explain and list program: _____

List any certificates or special training, ex. HVAC, aerial lift operation, sales, customer service etc.: _____

What language(s) do you speak fluently? _____.

Use the space below to describe why you are interested in working for our company and to list those skills and abilities which you feel particularly qualify you for a position with us.

REFERENCE: (Give three references, not relatives)

<i>Name</i>	<i>Phone</i>	Occupation	Years Known

AFFIDAVIT:

I certify that the answers to the forgoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interview(s) may be grounds for my immediate discharge.

I hereby authorize the Company to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications. I give my full and complete consent to their revealing any and all pertinent information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of the company. I understand that the taking of drug and alcohol tests, when given pursuant to company policy (if allowable by applicable law) are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination. I further understand that nobody in the Company is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the President of the Company. I also understand that my employment is "at-will" and may be terminated by myself or by the company at any time for any reason or no reason at all, with or without prior notice.

Signature: _____ Date: _____