

CITY OF ST. CHARLES

Application for Employment

The City of St. Charles' policy is to provide employment opportunities and a working environment which provides for equal employment opportunity regardless of race, religion, creed, color, national origin, sex, age, physical, mental or sensory disability or veteran status. The City recruits, hires, trains and promotes individuals based upon their qualifications and ability or potential to do the job and considers protected status only when such is a bona fide occupational qualification.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid information will not be considered for any position.

Position Applying For:		Name (Last, First, Middle):		
Street Address:			City, State & Zip:	
Home Phone:	Work Phone:	Other Phone:	Other names under which you have attended school or been employed:	
Are you eligible to work in the United States?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If hired, can you submit verification of your legal right to work in the U.S.?		<input type="checkbox"/> Yes <input type="checkbox"/> No		<i>Proof of citizenship or immigration status will be required upon employment.</i>
<i>Any honorably discharged veteran as defined in the Code of Iowa shall be entitled to preference in appointment, employment and promotion over other applicants of no greater qualifications. Those wishing to claim veteran's preference MUST SUBMIT PROOF OF SERVICE (DD214) which includes dates of active duty.</i>				
Are you a U.S. Veteran?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Dates of Active Duty (from/to)
Are you a member of the Reserves or National Guard?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever filed an application with City of St. Charles?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, list date and position applied for.
Have you ever been employed by City of St. Charles?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, dates of employment & reason for leaving:
Are you related to any current employee of City of St. Charles?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, their name & their relationship to you?
Do you have a valid driver's license?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If NO, indicate the reason
Do you have a valid CDL?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
On what basis are you available for employment with City of St. Charles?				

FOR OFFICE USE ONLY – DO NOT FILL IN ANY AREAS IN THIS SECTION

Application Received _____

Application Reviewed by _____

Application meets or exceeds minimum qualifications for position ____ Yes ____ NO

If No, explain _____

Have you ever been convicted of misdemeanor or felony? (For purposes of this question, "convicted" includes found guilty, plead guilty, plead no contest, or been given a deferred sentence or judgment.) Yes No

If yes, please explain: _____

(Note: A conviction may not automatically disqualify an applicant for a particular job. The type and seriousness of the crime, the frequency of violations, the date of conviction, and the applicant's entire work and educational history will be considered.)

Can you with or without reasonable accommodation perform the essential functions of this job? (If you have any questions about the functions of the job, please ask the interviewer **BEFORE** answering this question.)

Yes No

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

List your knowledge and experience in, equipment operation, technical skills, clerical skills, trade skills that you possess relevant to this position. Include computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK EXPERIENCE-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: City of St. Charles reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name- Title-Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name- Title-Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name- Title-Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name- Title-Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize City of St. Charles to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of City of St. Charles serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off.

Applicant Signature: _____

Date: _____