



Employment Application

3829 Grand Avenue | Des Moines, IA 50312-2807
 515-279-3658 | office@dmcpcc.org | www.dmcpcc.org

Date: _____

PERSONAL INFORMATION

Name:		
Mailing Address:		
City:	State:	Zip:
Length of time at this address:		
Email Address:		
Home Phone:	Work Phone:	Cell Phone:
Languages Spoken		

EDUCATION BACKGROUND

	School Name & Location	Number of Years Attended	Degree & Year of Graduation	Major Area of Study
High School or GED				
College, Community College or University				
Other Education Experiences				
Other				

OTHER BACKGROUND

- A. Is there anything that would keep you from performing the essential functions of this position? (See job description) _____ Yes _____ No
- B. Have you ever been convicted of a felony? _____ Yes _____ No
- C. Have you ever been convicted of a sexual and/or power abuse charge? _____ Yes _____ No
- D. Have you ever been disciplined or terminated for discrimination or harassment in the workplace? _____ Yes _____ No
- E. Have you ever been disciplined or terminated for violence in the workplace? _____ Yes _____ No
- F. Are you over the age of 18? _____ Yes _____ No
- G. Are you legally authorized to work in the United States? _____ Yes _____ No
- H. Can you provide required proof of eligibility to work in the United States? _____ Yes _____ No

WORK EXPERIENCE

Employment Date(s)	Employer & Supervisor's Name	Address & Phone Number	Job Title & Primary Responsibilities	Reason for Leaving

May we contact the employers listed above? _____ Yes _____ No

Current salary: _____

REFERENCES

Please provide at least three references that you have known for some time who are not related to you. Describe how you know each of them:

Name	Relationship	Address	Phone
1.			
2.			
3.			

Position for which you are applying?
How did you learn of the position?
What hours and days are you available to work?
Date available to start:

Please provide any other information that you feel will help us in considering your application for employment:

I affirm that the information provided on this application or in connection with the processing of this application (and any resumé or accompanying documents) is true and complete to the best of my knowledge. I understand that, if employed, false statements, significant omissions or misleading information, regardless of when discovered, made on or in connection with my application and accompanying documents, may result in my dismissal.

I further understand that this application is not a contract of employment intended to modify my status, if hired, as an at-will employee.

Signed _____ **Date** _____