

**CITY OF NORWALK**  
**Parks and Recreation**  
**1100 Chatham Ave**  
**Norwalk, IA 50211**  
**(515) 981-9206**

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## **Application for Employment**

### **Personal Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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### **Position Applying For**

Title: \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

Full-time \_\_\_\_\_ or Part-time \_\_\_\_\_ Date Available: \_\_\_\_\_

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### **Education**

High School (Name, City, State): \_\_\_\_\_

Current Grade: 7 8 9 10 11 12 or Graduation Date: \_\_\_\_\_

Other (Name, City, State): \_\_\_\_\_

Area of Study: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Name and Date of Degree or Certification: \_\_\_\_\_

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### **For office use only:**

Application Received: \_\_\_\_\_

Application Received by: \_\_\_\_\_

Application meets or exceeds minimum qualifications:

Yes \_\_\_\_\_ No \_\_\_\_\_

Position Offered: \_\_\_\_\_

Offered by: \_\_\_\_\_

Position Accepted: \_\_\_\_\_

Hourly Wage: \_\_\_\_\_

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**Employment Record**

Have you ever been discharged or asked to resign from employment? \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? \_\_\_\_\_

Do you object to inquiry of your present employer in regard to your character, work record, qualifications, or abilities? \_\_\_\_\_

*If you answered yes to any of the above questions, please give a brief explanation on a separate sheet. A yes answer does not automatically disqualify you from employment.*

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**List below the positions you have held starting with your present or most recent employment:**

Present or Last Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Date Employed: \_\_\_\_\_ Date Separated: \_\_\_\_\_ Last or present salary: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Full Time? \_\_\_\_\_

Specific Duties: \_\_\_\_\_  
\_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_  
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Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Date Employed: \_\_\_\_\_ Date Separated: \_\_\_\_\_ Last or present salary: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Full Time? \_\_\_\_\_

Specific Duties: \_\_\_\_\_  
\_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_  
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Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Date Employed: \_\_\_\_\_ Date Separated: \_\_\_\_\_ Last or present salary: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Full Time? \_\_\_\_\_

Specific Duties: \_\_\_\_\_  
\_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_