



Central Iowa Shelter & Services Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? YES NO

Have you ever been convicted of a felony? YES NO If yes, when and where? _____
For what were you convicted? _____

Note: You will not be automatically excluded from consideration for a position if the answer to this question is "yes."

Have you ever applied or worked with CISS? YES NO If yes, when? _____
For what position? _____

Education

High School or equivalent: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references from people not related to you with whom you have worked.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____
Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Employment History

Company: _____ Phone: _____
Address: _____
Job Title: _____ Salary: \$ _____ hr/annually
Responsibilities: _____
Dates Employed: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____
Address: _____
Job Title: _____ Salary: \$ _____ hr/annually
Responsibilities: _____
Dates Employed: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____
Address: _____
Job Title: _____ Salary: \$ _____ hr/annually
Responsibilities: _____
Dates Employed: _____ To: _____ Reason for Leaving: _____

Emergency Contact

Please list someone who can be notified in the event of an emergency.

Full Name: _____ Relationship: _____
Phone Number(s): _____

Disclaimer and Signature

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am considered for employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its director, and then only when in writing and signed by the director, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Signature: _____ Date: _____