



# 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: \_\_\_\_\_