

# APPLICATION FOR EMPLOYMENT

Interested in: Full-Time \_\_\_\_\_ Position(s) applied for \_\_\_\_\_  
Part-Time \_\_\_\_\_  
Summer \_\_\_\_\_

Salary Expectations \_\_\_\_\_ When would you be available for work? \_\_\_\_\_

**INSTRUCTIONS: Please print in ink or type all answers.**

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## PERSONAL DATA

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1. Name \_\_\_\_\_  
(Last) (First) (Middle)

2. Current Address \_\_\_\_\_  
Street and number, or RFD City State Zip

3. Permanent Address \_\_\_\_\_  
Street and number, or RFD City State Zip

4. Drivers License number \_\_\_\_\_

5. Telephone No. ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Area Code

6. Have you ever been convicted of a felony? Yes  No  Have you ever been convicted of a serious or aggravated misdemeanor? Yes  No  *A conviction will not necessarily disqualify you from consideration for employment.*

7. Have you served and been honorably discharged from the Military or Naval Forces of the United States? Yes  No

8. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes  No  Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

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## EDUCATION AND TRAINING

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9.	No. Years Completed	Did You Graduate?
Elementary	_____	_____
High School	_____	_____
College	_____	_____
Post Graduate	_____	_____

10. List any special training (vocational schools, short courses, workshops, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. If the job announcement requires completion of specific courses or training, indicate that which you have completed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. If the job announcement requires the operation of specific machinery or special skills, list those at which you are competent.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## SUPPLEMENTAL EQUAL EMPLOYMENT FORM

Your response to the following questions is voluntary and will in no way affect your opportunity for employment with RTA.

The purpose of these inquires is to assist us and those agencies involved in enforcing Equal Employment Laws in auditing our practices so that trends can become apparent in who is applying and who is actually hired.

Today's Date: \_\_\_\_\_

### PLEASE CHECK THE APPROPRIATE BOX

**Age:**

- Under 18
- 18-45
- 46-55
- 56-65
- 66-70
- Over 70

**Highest Level of Education:**

- 0-8 years
- 9-11 years
- 12 years
- Over 12 years

**Gender:**

- Female
- Male

**How Did You Learn About This Job:**

- Job Service of Iowa
- City Job Listing
- Other City Department
- City Employee
- Friend
- Newspaper
- School
- Relative
- Other \_\_\_\_\_

**Ethnic Orgin:**

- Black (African, Jamaican, Trinidadian or West Indian descent)
- White (Indo-European, including Pakistani or East Indian descent)
- Asian (Japanese, Chinese, Polynesian or Korean descent)
- Spanish Surname (Mexican, Puerto Rican, Cuban, Latin American or Spanish descent)
- American Indian (who identify themselves or are known as such by virtue of tribal association)
- Others (includes Aleuts, Eskimos, Malayans, Thais and others not covered by specific categories on this form)

- Disability:**     Mental  
                           Physical

Please describe: \_\_\_\_\_  
\_\_\_\_\_