

City of Glenwood

Return original signed applications to:

City of Glenwood
5 N. Vine Street
Glenwood, IA 51534
cityclerk@cityofglenwood.org
Employment Application
An Equal Opportunity Employer

Personal Information

Please Note: Type or print legibly in black ink; complete all sections.

Last Name:	First Name:	MI:	
Street Address:	City:	State:	Zip Code:
Primary Phone: ()	Alternate Phone: ()		
E-Mail Address:			
Do you have a valid IA Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		License #	Exp. Date:
Class:			
Date of Birth:	Social Security#:		
Have you previously submitted an application with the City of Glenwood? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have relatives working for City of Glenwood? <input type="checkbox"/> Yes <input type="checkbox"/> No Name & Relationship:			
Have you ever served in a branch of the military? <input type="checkbox"/> Yes <input type="checkbox"/> No Branch & Dates:			

Position Desired

Please list position and requisition number that you are applying for.

Position Desired:	Req Number:	Date Available:
Are you available for shift work? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you hear about this position?		
<input type="checkbox"/> Employee Referral; Specify Name: _____		
<input type="checkbox"/> Newspaper:		
<input type="checkbox"/> Facebook:		
<input type="checkbox"/> Other Website; Specify Site: _____		
<input type="checkbox"/> Advertisement; Specify Publication: _____		

Education and Skills

Name of School	Location	Degree
High School:		
College or University:		
Trade/Business School:		
Certificates:		
Software Applications:		

Experience

List last 10 years of work experience. (Include Volunteer work and Military service). Use additional sheets if necessary.

From: / To: / Beginning Salary: \$ Ending Salary: \$

Name of Employer: May we contact? Yes No

Address: City: State: Zip:

Supervisor's Name: Phone Number: ()

Your Title: Duties Performed:

Reason for leaving:

Experience

List last 10 years of work experience. (Include Volunteer work and Military service). Use additional sheets if necessary.

From: / To: / Beginning Salary: \$ Ending Salary: \$

Name of Employer: May we contact? Yes No

Address: City: State: Zip:

Supervisor's Name: Phone Number: ()

Your Title: Duties Performed:

Reason for leaving:

Experience (cont.)

List last 10 years of work experience. (Include Volunteer work and Military service). Use additional sheets if necessary.

From: / To: / Beginning Salary: \$ Ending Salary: \$

Name of Employer: May we contact? Yes No

Address: City: State: Zip:

Supervisor's Name: Phone Number: ()

Your Title: Duties Performed:

Reason for leaving:

Experience

List last 10 years of work experience. (Include Volunteer work and Military service). Use additional sheets if necessary.

From: / To: / Beginning Salary: \$ Ending Salary: \$

Name of Employer: May we contact? Yes No

Address: City: State: Zip:

Supervisor's Name: Phone Number: ()

Your Title: Duties Performed:

Reason for leaving:

Additional Information

(Awards, publications, qualifications for position, etc.)

References:

List 3 persons who have knowledge of your competence in the field for which you are applying and whom we may contact.

Name	Employer	Title	Phone

Convictions

Have you ever been convicted of a crime? Yes No

If yes, explain

Have you ever been placed on probation? Yes No

If yes, explain

Have you ever been convicted of a domestic abuse assault? Yes No

If yes, when and where

Please list any motor vehicle accidents:

Police Investigation? Yes No Date

Were you charged with a moving violation? Yes No

Personal Questions

Has your motor vehicle license ever been suspended, revoked or denied? Yes No

List all states which have issued you a driver's license:

Do you use alcohol? Yes No

If yes, how much alcohol per week do you drink?

Do you use drugs such as marijuana, cocaine, heroin, etc? Yes No

If yes, explain

Do you engage in gambling activities? Yes No

Do you associate with people who have criminal records? Yes No

Citizenship

If hired, can you provide evidence of legal right to work in the USA? Yes No

Agreement

Agreement of Applicant:

I hereby certify that all statements in this application and accompanying materials are true and I agree and understand that any misrepresentation or deliberate omission of a material fact may be justified for termination or refusal of employment. I authorize the City of Glenwood to release information as necessary to verify statements made in this application and/or accompanying materials. I also authorize the employers, schools, or persons named above to give any additional information regarding my qualifications and character. If offered a position, I further agree to submit to a job-related medical, vision test, hearing and psychological exam (which will be treated as confidential) by an authorized physician and/or fingerprinting as a condition of employment. I further agree to furnish proof of either citizenship or legal right to work in the U.S.

Signature:

Date:



STATE OF IOWA

Criminal History Record Check Request Form



DCI Account Number: _____
(if applicable)

To: Iowa Division of Criminal Investigation
Support Operations Bureau, 1st Floor
215 E. 7th Street
Des Moines, Iowa 50319
(515) 725-6066
(515) 725-6080 Fax

From: _____

Phone: _____

Fax: _____

I am requesting an Iowa Criminal History Record Check on:

Last Name (mandatory)	First Name (mandatory)	Middle Name (recommended)
Date of Birth (mandatory)	Gender (mandatory)	Social Security Number (recommended)
	<input type="checkbox"/> Male <input type="checkbox"/> Female	

Waiver Information: Without a signed waiver from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a waiver signature from the subject of the request.

Waiver Release: I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law.

Waiver Signature: _____

<u>Iowa Criminal History Record Check Results</u>	(DCI use only)
As of _____, a search of the provided name and date of birth revealed:	
<input type="checkbox"/> No Iowa Criminal History Record found with DCI	
<input type="checkbox"/> Iowa Criminal History Record attached, DCI # _____	
DCI initials _____	

Waiver Information:

Iowa law does not require a waiver. However, without a signed waiver from the subject of the request any arrest over 18 months old, without a final disposition, cannot be released to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be released to non-law enforcement agencies without a signed waiver from the subject of the request.

If the "No Iowa Criminal History Record found with DCI" box is checked, it could mean that the information on file is not releasable per Iowa law without a waiver.

General Information:

The information requested is based on name and exact date of birth only. Without fingerprints, a positive identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal business hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history record check is of the Iowa Central Repository (DCI) only. The DCI files do not include other states' records, FBI records, or subjects convicted in federal court within Iowa.

In Iowa, a deferred judgment is not considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e. second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A deferred sentence is a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515) 725-6066 between 8:00 a.m. and 4:30 p.m., Monday - Friday.

REMINDER - (1) Send in a separate Request Form for each last name, (2) a fee is required for each last name submitted, (3) a completed Billing Form must be submitted with all request(s).

Iowa law requires employers to pay the fee for potential employees' record checks.