Employment Application
City of Sheldon, IA

City Office
416 9th Street
Sheldon, IA 51201
(712) 324-4651

Personal Information

Name: _____ Date: _____

Address: _____
Street City State Zip Code

Telephone Number: _____ Email address: _____

Desired Employment

Position: _____

First available start date: _____ Desired salary: _____

Employment desired: ☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal ☐ Intern

Have you previously applied for a position with City of Sheldon, IA? ☐ No ☐ Yes When? _____

Have you previously been employed with City of Sheldon, IA? ☐ No ☐ Yes When? _____

How did you hear about the position? ☐ Newspaper ☐ Radio ☐ Employee _____

☐ Relative _____ ☐ Employment Agency ☐ Other _____

Are you related to someone currently employed by City of Sheldon, IA? ☐ No ☐ Yes _____

Employment History

List your four most recent employers, work assignments, or volunteer experiences, beginning with the most recent. Include military service, if applicable. Explain any significant gaps in employment in the Comments section.

Name of Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ May we contact? ☐ Yes ☐ No
Responsibilities: _____
_____
Dates Employed (mm/yy): From: _____ To: _____
Are you currently working here? ☐ Yes ☐ No Starting Wage: _____ Ending Wage: _____
Reason for leaving: _____

Name of Employer: _____Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ May we contact? ☐ Yes ☐ No
Responsibilities: _____
_____
Dates Employed (mm/yy): From: _____To: _____
Are you currently working here? ☐ Yes ☐ No Starting Wage: _____ Ending Wage: _____
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Name of Employer: _____Phone: _____
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_____
Dates Employed (mm/yy): From: _____To: _____
Are you currently working here? ☐ Yes ☐ No Starting Wage: _____ Ending Wage: _____
Reason for leaving: _____

Educational Background

	School Name	Highest level completed	Area of Study	Certificates, Training, Skills
High School/GED				
College/University				
Other				

Professional References

List three references who are not related to you. Please do not include ministers, priests or clergy.

Name & Title	Company	Relationship	Email & Phone

Please list any professional, trade, business, civic, or industry organizations, certifications, leadership roles, or activities that are relevant to the position for which you are applying.

_____

_____

_____

General Information

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? ☐ Yes ☐ No

Are you a U.S. Veteran? ☐ Yes ☐ No

I consent to a background check ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ No ☐Yes If yes, please explain: _____

_____

Do you possess a valid driver's license? ☐ Yes ☐ No

Are you able to perform the essential functions of the position, with or without reasonable accommodation?

☐ Yes ☐ No

Are you available to work the schedule required for this position, including overtime, evenings, weekends, or holidays, if applicable? ☐ Yes ☐ No

Are you able to travel as required for this position, if applicable? ☐ Yes ☐ No

Are you able to meet any residency or relocation requirements identified for this position, if applicable?

☐ Yes ☐ No

Are you able to communicate effectively in both English and Spanish? ☐ Yes ☐ No

List any special skills, accomplishments, publications, awards that you believe are relevant to the position you are applying for:

_____

_____

_____

Any additional information that you would like us to consider? _____

_____

_____

Comments: _____

_____

_____

_____

Applicant Certification and Acknowledgement

I certify that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that material misrepresentation, falsification, or omission may result in disqualification from consideration for employment or, if discovered after employment begins, corrective action up to and including termination, consistent with applicable law and City policy.

I authorize the City of Sheldon, IA to verify information provided in this application and to contact employers, educational institutions, references, licensing agencies, and other appropriate sources for job-related information, as permitted by law.

I understand that the City of Sheldon, IA may conduct additional job-related background checks when appropriate for the position. Any background report obtained through a third-party consumer reporting agency will be handled in accordance with applicable federal and state law.

The City of Sheldon, IA is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, creed, religion, sex, sexual orientation, national origin, age, disability, or any other status protected by applicable federal, state, or local law.

The City of Sheldon, IA provides reasonable accommodations to qualified applicants and employees with disabilities in accordance with applicable law. Applicants who need an accommodation during the application or selection process may contact the City of Sheldon, IA to request assistance.

I understand that submitting this application does not create a contract or guarantee of employment. If employed, my employment will be governed by applicable federal and state law, City ordinances, policies and procedures, civil service requirements, and any applicable collective bargaining or employment agreement. By signing below, I acknowledge that I have read and understand the statements above.

_____ _____

Signature Date