



COUNCIL BLUFFS WATER WORKS

APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Council Bluffs Water Works is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, national origin or ancestry, sex, age, physical or mental disability, pregnancy, military status, unfavorable discharge from military service, genetic information, sexual orientation, marital status, order of protection status, citizenship status, arrest record or expunged or sealed convictions, or any other legally recognized protected basis under federal, Iowa, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and applicable local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Council Bluffs Water Works. Please inform the Council Bluffs Water Works personnel representative if you need assistance completing any forms or to otherwise participate in the application process.

Your application will be active for 90 days. If you are not hired during that time period but wish to continue to be considered for available positions, you must complete a new application.

Upon employment, employees of Council Bluffs Water Works may be required to have their picture taken or to provide the Council Bluffs Water Works with a picture of themselves.

GENERAL INFORMATION

Full Name _____				Date _____	
FIRST		MIDDLE		LAST	
Address _____					
STREET		CITY		STATE ZIP CODE	
Contact Number (____) _____			Date available for work _____		
Alternate Contact Number (____) _____			Email (optional) _____		
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No					
(If hired, verification will be required consistent with federal law.)					
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No					
(If no, you may be required to provide authorization to work.)					
How were you referred to Council Bluffs Water Works? _____					

POSITION INFORMATION

Position _____	Salary range expected (required) _____
Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal	

EDUCATION

Type of School	School Name and Location	Highest Grade Completed	Grade Point Average	Course of Study or Major
High School or G.E.D. equivalent		9 10 11 12/GED		
College or University		1 2 3 4		
Vocational or Trade School				
Graduate School				
Other (including military training)				

List any work-related certifications or licenses you currently possess.

BACKGROUND INFORMATION

During the past seven years, have you ever been discharged, suspended, or asked to resign from any position?

☐ Yes ☐ No If yes, please explain. _____

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? ☐ Yes ☐ No If yes, specify name. _____

PROFESSIONAL REFERENCES

List three **professional** references (other than those listed as current/former supervisor) that we may contact:

Name _____	Telephone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Telephone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Telephone No. (____) _____
Email Address _____	Type of Acquaintance _____

EMPLOYMENT RECORD

List all employment experience for the past seven years, starting with the most recent or present employer, including US Military Service. Using a separate section for each position, describe in detail all work experience, including periods of unemployment. **You may include as part of your employment history any verified work performed on a volunteer basis. Resumes may not be substituted in lieu of completing the following employment information.**

Current/Most Recent Employer _____ City and State _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why? _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ Month Year To _____ Month Year Reason for Leaving _____ _____
Employer _____ City and State _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ Month Year To _____ Month Year Reason for Leaving _____ _____
Employer _____ City and State _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ Month Year To _____ Month Year Reason for Leaving _____ _____
Employer _____ City and State _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ Month Year To _____ Month Year Reason for Leaving _____ _____

Have you worked for the Council Bluffs Water Works before?

☐ Yes ☐ No If yes, at what location? _____ Job title: _____

Have you signed or otherwise agreed to any non-solicitation, non-competition, or other similar agreement with any prior employer?

☐ Yes ☐ No If yes, explain: _____

Please explain any gaps of employment. _____

ADDITIONAL COMMENTS

Please comment on how your prior education and experiences qualify you for the type of employment you are seeking. Detail any past responsibilities and achievements. Note any special coursework, honors, activities, special projects, or any other information that will assist us in considering your application for employment. _____

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment.

_____ Initials

I understand, where permissible under applicable Iowa and local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work with Council Bluffs Water Works.

_____ Initials

I understand, where permissible under applicable Iowa and local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment, and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Council Bluffs Water Works.

_____ Initials

I understand, where permissible under applicable Iowa and local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background, driving record, and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

_____ Initials

I hereby certify that the information given by me is true in all respects. I authorize Council Bluffs Water Works and its representatives to contact my prior employers and all others (with the exception of my current employer, only if I have marked "May we contact?" on page [3] of this application as "No") for the purpose of verification of the information I have supplied and release same from any liability resulting from the information released. I authorize employers, schools, and other persons named on this application to provide any information or transcripts requested.

_____ Initials

I understand employment with Council Bluffs Water Works is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

_____ Initials

I hereby certify that, if employed, my employment with Council Bluffs Water Works will not conflict with, or result in the violation of, breach of, or default under, any contract, agreement, or understanding that I am a party to or am bound by, other than those I have disclosed in this application, if any.

_____ Initials

I hereby certify that, if employed, my employment with Council Bluffs Water Works will not violate any non-solicitation or other similar covenant or agreement I have with any of my prior employers, other than those I have disclosed in this application, if any.

_____ Initials

I hereby certify that, if employed, I will report to my supervisor, a representative of HR, or other member of management, if I am ever harassed by someone in the company or if I ever become aware of any unethical behavior by any employee.

_____ Initials

I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party (Council Bluffs Water Works or me) without prior notice to the other, unless otherwise prohibited by law.

_____ Initials

I understand that no representation, whether oral or written, by any representative or agent of Council Bluffs Water Works, at any time, can constitute an implied or express contract of employment. I further understand no representative or agent of Council Bluffs Water Works has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit, or other terms or condition of employment other than in a document signed by Human Resources or an authorized representative.

_____ Initials

I certify that all of the above information is true and complete, and I understand that any falsification or omission of information may disqualify me from further consideration for employment or, if hired, may result in termination regardless of the time elapsed before discovery.

Note: An offer of employment is conditioned upon complying with Council Bluffs Water Works requirements including, but not limited to, signing a separate disclosure and consent form prior to any background investigation.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature _____

Date _____

COUNCIL BLUFFS WATER WORKS IS AN EQUAL OPPORTUNITY EMPLOYER