

# Mid-Iowa Community Action, Inc.

**Helping People. Changing Lives.  
Building Communities.**

## MICA - Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Referral Source – Please list name

Advertisement: Newspaper \_\_\_\_\_ Online Website \_\_\_\_\_

Employee: \_\_\_\_\_ Relative: \_\_\_\_\_

Government Employment Agency \_\_\_\_\_ Private Employment Agency \_\_\_\_\_

Iowa Workforce Development \_\_\_\_\_ College Placement Office \_\_\_\_\_

Name \_\_\_\_\_

**AS IT IS PRINTED ON YOUR SOCIAL SECURITY CARD**

Address \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ Mobile/Beeper/Other Phone # ( ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Please list any other states you have resided in after the age of 18 \_\_\_\_\_

If necessary, best time to call you at home is.....:\_\_\_AM/PM

May we contact you at work? Yes No If yes, work number and best time to call ( ) \_\_\_\_\_:\_\_\_AM/PM

If you are under 18 and it is required, can you furnish a work permit? ..... Yes No

If no, please explain \_\_\_\_\_

Have you submitted an application here before?..... Yes No

If yes, give date(s) and positions(s) \_\_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been employed here before?..... Yes No

Do you have any relatives who are employed here or are serving on the Board of Directors?.....Yes No

If yes, give names: \_\_\_\_\_

Are you legally eligible for employment in this country?..... Yes No

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ ..... What is your desired salary range? \$ \_\_\_\_\_

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-op

Will you relocate if the job requires it? Yes No ..... Will you travel if job requires it? Yes No

Are you able to meet the attendance requirements of the position? Yes No Will you work overtime if required? Yes No

If no explain \_\_\_\_\_

Have you ever been bonded? ..... Yes No

Driver's license number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

Any moving violations?  Yes  No If yes, please explain: \_\_\_\_\_

*This will not necessarily preclude you from employment with our agency.*

Do you have any felony **convictions**?  Yes  No Please explain: \_\_\_\_\_

MICA conducts full Background Checks including a driving record (if applicable) as a condition of employment.

**Employment History**

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

<b>EMPLOYER</b> Telephone # ( ) _____	Dates employed		Summarize the type of work Performed and job responsibilities
	From	To	
Address Starting Job Title/ Final Job title			
	Starting Hourly Rate/ Salary		
	\$	Per	
Immediate supervisor and title Reason for leaving			
May we contact for a reference? Yes No After Job Offer		Final Hourly Rate/Salary	
		\$ Per	
<b>EMPLOYER</b> Telephone # ( ) _____	Dates employed		Summarize the type of work Performed and job responsibilities
	From	To	
Address Starting Job Title/ Final Job title			
	Starting Hourly Rate/ Salary		
	\$	Per	
Immediate supervisor and title Reason for leaving			
May we contact for a reference? Yes No After Job Offer		Final Hourly Rate/Salary	
		\$ Per	
<b>EMPLOYER</b> Telephone # ( ) _____	Dates employed		Summarize the type of work Performed and job responsibilities
	From	To	
Address Starting Job Title/ Final Job title			
	Starting Hourly Rate/ Salary		
	\$	Per	
Immediate supervisor and title Reason for leaving			
May we contact for a reference? Yes No After Job Offer		Final Hourly Rate/Salary	
		\$ Per	
<b>EMPLOYER</b> Telephone # ( ) _____	Dates employed		Summarize the type of work Performed and job responsibilities
	From	To	
Address Starting Job Title/ Final Job title			
	Starting Hourly Rate/ Salary		
	\$	Per	
Immediate supervisor and title Reason for leaving			
May we contact for a reference? Yes No After Job Offer		Final Hourly Rate/Salary	
		\$ Per	

Comments including explanation of any gaps in employment \_\_\_\_\_

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**Skills and qualifications**

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying

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**Educational Background (if job related)**

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major field of study. F. Minor field of study (if applicable).

A. School	B. # of years Completed	C. Degree Diploma	D. GPA Class Rank	E. Major	F. Minor

**References**

List name, relationship and telephone number of two business/work references who are NOT related to you and two personal references who are not related to you. Please specify relationship. If not applicable, list three schools references (students/teachers) who are not related to you.

Name and Relationship	Telephone	Number of years known

**Additional Information**

List professional, trade, business or civic associations and any offices held.

*EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE, NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.*

Organization	Offices held

List special accomplishments, publications, awards, etc.

*EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE, NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.*

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List any additional information you would like us to consider. \_\_\_\_\_

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**Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interviews. I hereby waive any and all rights and claims I may have regarding the employer its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for one year. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment it will be necessary to reapply and fill out a new application.

If I am hired I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Revised: 4/1/10**