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**CITY OF MOUNT PLEASANT, IOWA  
EMPLOYMENT APPLICATION**

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(Please print neatly or type.)

Date: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Last First Middle Initial

Street City State Zip

Home Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Check one:    \_\_\_ I am 18 years of age or older  
              \_\_\_ I am 16 or 17 years of age  
              \_\_\_ I am 14 or 15 years of age

If you are under 18, can you provide proof of your eligibility to work?   \_\_\_yes   \_\_\_no

Do you have any friend, relative or acquaintance working for the City of Mount Pleasant?   \_\_\_yes   \_\_\_no If yes, please state name and relationship: \_\_\_\_\_

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**EDUCATION**

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Highest grade completed:   \_\_\_6   \_\_\_7   \_\_\_8   \_\_\_9   \_\_\_10   \_\_\_11   \_\_\_12   \_\_\_GED

College:   \_\_\_1   \_\_\_2   \_\_\_3   \_\_\_4   \_\_\_5   \_\_\_6   \_\_\_7+

High School: \_\_\_\_\_ Grade Completed/Degree: \_\_\_\_\_

Location: \_\_\_\_\_

College: \_\_\_\_\_ Years Completed/Degree: \_\_\_\_\_

Location: \_\_\_\_\_ Course of Study: \_\_\_\_\_

College: \_\_\_\_\_ Years Completed/Degree: \_\_\_\_\_

Location: \_\_\_\_\_ Course of Study: \_\_\_\_\_

**Certifications:** Indicate current ( C ) or expired ( E )

Lifeguard: \_\_\_\_\_

Water Safety Instructor: \_\_\_\_\_

Water Safety Aide: \_\_\_\_\_

CPR: \_\_\_\_\_

CPR/PR: \_\_\_\_\_

Coaching Certification: \_\_\_\_\_

Driver's License: \_\_\_\_\_

Chauffeur's License: \_\_\_\_\_

CDL: \_\_\_\_\_

Please list other education, experience, talents or training you possess which could benefit the City:

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**EMPLOYMENT HISTORY**

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Have you previously worked for the City of Mount Pleasant?     \_\_ YES     \_\_ NO     (check one)

If yes, please provide the following information:

Employment Dates: \_\_\_\_\_

Position(s) held: \_\_\_\_\_ Department: \_\_\_\_\_

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Please fill out this section carefully and completely as you are only given credit for jobs you list and the dates you include. Start with your current or most recent job; include at least the last five years of work records. Attach an additional sheet if you need more space. Include periods of self-employment. Give details of supervisory positions you may have had. You may include military experience and describe any major duty assignments.

Employer: \_\_\_\_\_ Employed Dates: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Employed Dates: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Employed Dates: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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If you are currently employed, may we contact your present employer?     \_\_ YES     \_\_ NO

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Please include additional work experience or a résumé on a separate sheet. Any other employment history may be listed below:

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**EMPLOYMENT AVAILABILITY**

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*This section is for part-time and seasonal applicants only*

Anticipated start date: \_\_\_\_\_  
Days available to work: \_\_\_\_\_  
Times available to work: \_\_\_\_\_  
Number of hours per week desired: \_\_\_\_\_  
Specific times/days not able to work: \_\_\_\_\_  
If seasonal work only: desired end date: \_\_\_\_\_  
List special requests for time off: \_\_\_\_\_  
\_\_\_\_\_

Please mark the times that you are available to work on the chart below. Leave blank any times that you are not available to work.

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
5:45-7:00AM							
7:00-8:00AM							
8:00-9:00AM							
9:00-10:00AM							
10:00-11:00AM							
11:00-12(Noon)							
12(Noon)-1 PM							
1:00-2:00PM							
2:00-3:00PM							
3:00-4:00PM							
4:00-5:00PM							
5:00-6:00PM							
6:00-7:00PM							
7:00-8:00PM							
8:00-9:45PM							

On what date would you be available to begin work? \_\_\_\_\_

Which of the required skills in the job announcement do you possess? \_\_\_\_\_  
\_\_\_\_\_

What equipment can you operate? \_\_\_\_\_  
\_\_\_\_\_

Do you have any other experience or qualifications not already listed that relate to the job?  
\_\_\_\_\_  
\_\_\_\_\_

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**GENERAL INFORMATION**

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How did you learn about this employment opportunity? (check all that are applicable)

Friend    Newspaper    Facebook    City Website    Other: \_\_\_\_\_

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Have you ever been convicted of a felony?      YES      NO     (check one)

If yes, please list all convictions below. A conviction does not automatically mean you cannot be hired. The City reviews all issues regarding criminal convictions on an individual basis. The nature of the conviction, the nature of your position, and when it occurred are important.

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

**NOTE: Any applicant who is provided with a contingent job offer from the City must pass a criminal background check and pre-employment drug screen prior to beginning work as an employee of the City of Mount Pleasant. An applicant provided with a contingent job offer from the City must also pass a physical evaluation to determine if the applicant can perform the essential functions of the job with or without a reasonable accommodation. If the applicant anticipates needing a reasonable accommodation the applicant should notify the Deputy City Clerk.**

Those wishing to claim Veteran's preference should answer the questions in this section and must submit Proof of Service Form DD214 at the time of any interview.

Are you a United States Military Veteran?    YES      NO     Branch of Service: \_\_\_\_\_

Dates of Military Service: \_\_\_\_\_

Any and all conflicts served in \_\_\_\_\_

Were you honorably discharged?    YES      NO

The City of Mount Pleasant provides equal employment opportunities to all employee and applications for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, gender identity, pregnancy, veteran status, genetic information, or any other class protected by local, state, or federal law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Iowa's open meetings and open records laws (Chapters 21 and 22 of the Iowa Code) may apply to the recruitment process rendering this application and other documents associated with this application public records. However, the City of Mount Pleasant reasonably believes that persons may be discouraged from applying if such records were open to the general public for examination. Based on this belief and Iowa Code Section 22.7(18), the City may keep applications confidential if the applicant so requests. If your application and other documents associated with your application were not kept confidential would you be discouraged from applying with the City of Mount Pleasant?    YES      NO     Do you request that the City of Mount Pleasant keep your application and other documents associated with your application confidential?    YES      NO

I attest that all statements on this application are true and correct. I understand that intentionally false statements made on this application will eliminate me from further consideration for employment or will be grounds for dismissal.

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

\_\_\_\_\_  
Date

**FOR PERSONNEL DEPARTMENT USE ONLY**

Reviewed by: \_\_\_\_\_ Position considered for / Referral to: \_\_\_\_\_

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