



P.O. Box 622 • Clear Lake, IA 50428

Phone: (641) 357-5277 Fax (641) 357-6471

www.oppvill.org



APPLICATION FOR EMPLOYMENT

Employment decisions are not based on impermissible discrimination on the basis of sex, age, disability, race, color, creed, religion, national origin, or other protected basis.

Date of Application: _____

Name: (Please Print) _____

Position(s) Applied For: First Choice _____
Second Choice _____

(Note: Lifting and providing physical care to clients is required in most positions.)

Referral Source: _____ Advertisement _____ Friend _____ Relative _____ Walk in
_____ Employment Agency _____ Other _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Telephone: _____ Social Security Number _____
(Area Code)

If you are employed and you are under 18,
can you furnish a work permit? _____ Yes _____ No
Have you filed an application here before? _____ Yes _____ No If Yes, give date _____
Have you ever been employed here before? _____ Yes _____ No If Yes, give date _____

Name when employed here: _____

Are you employed now? _____ Yes _____ No May we contact your present employer: _____ Yes _____ No

Are you prevented from lawfully becoming employed in this country
because of visa or immigration status? _____ Yes _____ No

(Proof of citizenship or immigration status may be required upon employment.)

What approximate starting salary would you require? _____

On what date would you be available for work? _____

Are you available to work _____ Full Time _____ Part Time _____ Shift Work _____ Temporary
Are you available to work _____ Nights _____ Evenings _____ Weekends _____ Holidays

Are you on a lay-off? _____ Yes _____ No

Subject to recall? _____ Yes _____ No

Can you travel if a job requires it? _____ Yes _____ No

Do you have a record of founded child or dependent adult abuse or have you ever been convicted of a crime
in this state or any other state? _____ Yes _____ No

If yes, please explain _____

Veteran of the U.S. Military Service? Yes No If yes, Branch _____

List professional, trade, business, or civic activities and offices held. (You may exclude those which indicate race, color, religion, sex, national origin or disability status.)

Give name, address, and telephone number of three references who are not related to you and are not previous employers:

List all current professional licenses. (Attach Verification) _____

Special Skills and Qualifications:

Summarize special skills and qualifications acquired from employment or other experience:

Have you ever been discharged or requested to resign from any position: Yes No

If so, please explain _____

EDUCATION

	ELEMENTARY	HIGH	COLLEGE/ UNIVERSITY	GRADUATE / PROFESSIONAL
School Name:				
Years Completed:	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship Skills, and Extra-Curricular Activities				

Honors Received: _____

A copy of all credentials and licenses must be submitted to Opportunity Village before hiring process is complete.

State any information you feel may be helpful to us in considering your application.



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AUTHORIZATION FOR RELEASE OF INFORMATION

Name of Applicant: _____

Position: _____

Date: _____

I authorize Opportunity Village of Clear Lake, Iowa, to contact my current and/or former employers, my formerly attended educational institutions, or other persons with whom I have acquaintance.

I am aware that Opportunity Village of Clear Lake, Iowa, may conduct a records check for criminal, child, and dependent adult abuse in Iowa and other states.

Signed: _____

Date: _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organizations' names which indicate race, color, religion, sex, or national origin.

1. Employer	Dates Employed	Work Performed
	From / To	
Address		
Job Title	Hourly Rate / Salary	
	Starting / Final	
Supervisor		
Reason for Leaving		

2. Employer	Dates Employed	Work Performed
	From / To	
Address		
Job Title	Hourly Rate / Salary	
	Starting / Final	
Supervisor		
Reason for Leaving		

3. Employer	Dates Employed	Work Performed
	From / To	
Address		
Job Title	Hourly Rate / Salary	
	Starting / Final	
Supervisor		
Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper. List special training such as First Aid, CPR, etc. (Attach Verification) _____

NOTICE TO ALL JOB APPLICANTS

Opportunity Village Board of Directors has enacted a policy which creates a smoke-free working environment.

This policy strictly prohibits smoking in all Village buildings and in Village vehicles. Smoking is permitted in several outdoor designated locations on Village grounds.

Creating a smoke-free environment is an expression of our dedication to offering people we serve the highest possible quality of life and our commitment to providing a healthy, comfortable, and positive place for all staff people.

As a prospective employee, we share this information with you now so that you are informed of our strong position on smoking, knowledgeable of the policy outlined above, and understand what will be required of you if hired.

I have read and understand the Village policy on smoking and agree to comply if hired.

Applicant's Signature

Date

