

EMPLOYMENT APPLICATION

Position Sought Maintenance Technician Full-Time Part-Time

CANDIDATE INFORMATION

Name Smith John A.
Last First Middle Initial

Address 123 Main Street Cedar Rapids, IA 52400
Street City, ST Zip Code

Phone 555-123-4567 E-mail john.smith@kirkwood.edu Social Security Number 555-00-1234

Are you able to perform the essential functions of this position with or without accommodations?
 Yes No

Are you at least 18 years of age?
 Yes No

Are you legally eligible for employment in the U.S.?
 Yes No

Indicate your hours of availability in which you are willing to work:
 Any Mon Tues Wed Thu Fri Sat Sun
 All Hours Day Shift (7AM – 3PM)
 Afternoons (3PM – 11PM) Nights (11PM – 7AM)

Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?
This information may be considered in hiring or job placement, but will not automatically disqualify you for employment.
 Yes No

If yes, please explain: N/A

Are you willing and able to:

Work Overtime?

Yes No

Work during holidays?

Yes No

Provide a valid Driver's License?

Yes No

If Yes: Issuing State: Iowa Type: Driver's

Endorsements: N/A

When will you be available to begin work?

2 weeks after offer of employment

Are you a veteran?

Yes No

If yes, please list duty/specialized training:

N/A

EDUCATION

	School Name & Location	Years Completed	Field of Study	Did You Graduate?	Degree/Certificate/Diploma
High School	<i>Cedar Rapids High School</i>	<i>4</i>	<i>General</i>	<i>Yes</i>	<i>High School Diploma</i>
College/University	<i>Kirkwood Community College</i>	<i>2</i>	<i>Industrial Maintenance</i>	<i>Yes</i>	<i>A.A.S. Industrial Maintenance</i>
Additional	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

EMPLOYMENT HISTORY

List your most recent employment first, followed by previous job experience(s). Use a separate sheet of paper if needed.

Employer Name & Address: <i>XYZ Warehouse Co</i> <i>Cedar Rapids, IA</i>	Job Title: <i>Picker/Packer</i> Duties: <i>Drive forklift, locate items in warehouse, place orders on pallets for shipment.</i> Pay: <i>\$10/hr</i> Supervisor: <i>Mike Greene</i>	Start Date: <i>07/2008</i>	End Date: <i>Present</i>
Telephone: <i>555-987-6543</i>		Reason for Leaving: <i>N/A</i>	
Employer Name & Address: <i>Hy-Vee</i> <i>Omaha, NE</i>	Job Title: <i>Stocker (PT)</i> Duties: <i>Placed items neatly on shelves, assisted customers, and straightened aisles.</i> Pay: <i>\$6/hr</i> Supervisor: <i>Tom Jones</i>	Start Date: <i>05/2006</i>	End Date: <i>07/2008</i>
Telephone: <i>555-012-3456</i>		Reason for Leaving: <i>Moved to Cedar Rapids</i>	
Employer Name & Address: <i>N/A</i>	Job Title: <i>N/A</i> Duties: <i>N/A</i> Pay: <i>N/A</i> Supervisor: <i>N/A</i>	Start Date: <i>N/A</i>	End Date: <i>N/A</i>
Telephone: <i>N/A</i>		Reason for Leaving: <i>N/A</i>	

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities, or honors that should be considered, including types of computers, software, and other equipment you are qualified to operate or repair:

Diagnostic and repair experience on engines, pneumatic tools, production machines, and motors.

Some knowledge of HVAC systems and basic electrical equipment. Forklift license.

Professional licenses, certifications, or registrations:

Certified Maintenance & Reliability Technician (CMRT), Society for Maintenance & Reliability Professionals May 2018

REFERENCES

List three professional references:

<i>Mike Greene</i>	<i>Cedar Rapids, IA</i>	<i>555-987-2865</i>	<i>mgreene@xyzcorp.com</i>	<i>Shift Supervisor</i>	<i>10</i>
<i>Name</i>	<i>Address</i>	<i>Telephone</i>	<i>E-mail</i>	<i>Occupation</i>	<i>Years Known</i>
<i>Sherri Roberts</i>	<i>Monticello, IA</i>	<i>555-987-2865</i>	<i>sherryroberts@gmail.com</i>	<i>Manager (Hy-Vee)</i>	<i>12</i>
<i>Name</i>	<i>Address</i>	<i>Telephone</i>	<i>E-mail</i>	<i>Occupation</i>	<i>Years Known</i>
<i>Russ Martinez</i>	<i>Cedar Rapids, IA</i>	<i>555-987-1234</i>	<i>russm@kirkwood.edu</i>	<i>Maintenance Professor</i>	<i>2</i>
<i>Name</i>	<i>Address</i>	<i>Telephone</i>	<i>E-mail</i>	<i>Occupation</i>	<i>Years Known</i>

NOTICE TO APPLICANT

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that falsified statements, misrepresentations, or omissions may be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you. I understand that I may make a written request for information derived from background and reference checks.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. If hired, employment is for no definite period and may be terminated at any time without prior notice. I understand and agree to the information shown above.

John A. Smith

08/15/2018

Signature of Applicant

Date

EMPLOYMENT APPLICATION

Position Sought _____ Full-Time Part-Time

CANDIDATE INFORMATION

Name _____
Last
First
Middle Initial

Address _____
Street
City, ST
Zip Code

Phone _____ E-mail _____ Social Security Number _____

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Yes No

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Yes No

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If Yes: Issuing State: _____ Type: _____

Endorsements: _____

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College/University					
Additional					

EMPLOYMENT HISTORY

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Telephone:	Duties:	Reason for Leaving:	
	Pay:		

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Professional licenses, certifications, or registrations:

REFERENCES

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Name	Address	Telephone	E-mail	Occupation	Years Known
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I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that falsified statements, misrepresentations, or omissions may be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you. I understand that I may make a written request for information derived from background and reference checks.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. If hired, employment is for no definite period and may be terminated at any time without prior notice. I understand and agree to the information shown above.

Signature of Applicant

Date