

CITY OF GEORGE

Box 686, 120 S Main St

George, IA 51237

Phone 712-475-3612

Fax 712-475-3612

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

If applying for Lifeguard – are you at least 15 years of age and able to obtain certification? YES NO

If applying for mowing help are you at least 16 years of age? YES NO

If applying for street help/City worker are you at least 18 years of age? YES NO

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Degree: _____

College: _____ Degree: _____

Other: _____ Degree: _____

References

Please list three personal/professional references. Make sure your references are not relatives.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or, if I am hired, and I may be terminated regardless of the date on which the Employer discovers the violation of its policy regarding application form dishonesty.

In connection with my application for employment with the Employer, I expressly authorize the release to the Employer of any records or information which may refer or relate to my application for employment, including, but not limited to, records of schools, law enforcement or criminal justice agencies, and previous employers. I hereby release and discharge the Employer and any other person, firm, agency or corporation from any and all claims and liability which I may have or ever claim to have relating to information provided to the Employer as part of my application for employment.

If I am offered and accept employment with the Employer, I understand that my employment is "At Will" and that my employment may be terminated at any time and for any reason either by me or the Employer.

Signature: _____ Date: _____

Driving Information

FOR MOTOR VEHICLE OPERATOR APPLICANTS ONLY

The following 3 questions must be answered in order to complete a check of your driving record:

Date of Birth: _____

Driver's License Information: State: _____ Number: _____

Driving Experience

<u>Class of Equipment</u>	<u>Type of Equipment</u>	<u>Dates</u>	<u>Approx. Miles</u>
Straight Truck: _____	_____	_____	_____
Tractor & Semi: _____	_____	_____	_____
Tractor – 2 Trailers: _____	_____	_____	_____
Tractor- Flatbed: _____	_____	_____	_____

State any special course or training that will help you as a driver: _____

Have you ever received any safe driving awards?: _____ If "yes" from whom: _____

If you answer "yes" to any of the following questions, you must provide detail on back:

Have you ever had an automobile accident: _____

Have you ever been denied a license, permit, or privilege ever been suspended or revoked? _____

Has your motor vehicle license, permit, or privilege to operate a motor vehicle: _____

Have you ever been convicted or forfeited a bond for driving under the influence of drugs or alcohol (DWI) or for driving while intoxicated (DWI)? _____

Accident Record

(List all accidents in the past _____ years whether chargeable or non-chargeable)

	<u>Date</u>	<u>Nature of Accident</u>	<u>Fatality</u>	<u>Injuries</u>	<u>Vehicle</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

Traffic Conviction Record

(List all traffic convictions and guilty pleas, in past _____ years, other than parking violations)

	<u>Date</u>	<u>City and State</u>	<u>Charge</u>	<u>Penalty</u>	<u>Vehicle</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

Iowa Child Labor Permit Instructions

1. The minor completes and signs the first section of the permit.
 - minors 14 or 15 years old must have a work permit
 - minors 16 or 17 years old are *not* required to have a permit
2. A parent completes and signs the second section of the permit.
3. Give the original signed work permit to the employer with one of the following proof of age:
 - driver's instruction permit
 - certified birth certificate issued by a government agency
 - certified baptismal record showing date and place of birth and place of minor's baptism
 - federal identification such as a Visa, "Green Card" or Passport
 - physician's certification of minor's age – see sample at the Division of Labor website
4. A representative of the employer must:
 - complete the employer's information
 - complete and sign the employer representative's information
 - review the Iowa Child Labor Law sheet (page 3) to determine that all duties and hours are permitted
 - examine the proof of age and make a copy for your records
 - review the permit to make sure all boxes have been completed and signed where necessary
 - retain the original work permit and a copy of the proof of age at the location where the minor will be working – do not send a copy of the proof of age with the permit
5. Within 3 days of the minor starting work the employer must submit a copy to Iowa Division of Labor – Child Labor by one of the following methods:
 - Email - An autoreply will be sent as acknowledgment.
 - Fax - Retain transmittal as proof of submission.
 - Mail - An email will be sent confirming receipt.

Any form submitted incomplete, inaccurate or illegible is invalid.

If you have any questions, please contact:

**Iowa Division of Labor
Child Labor**

1000, East Grand Avenue

Des Moines, IA 50319-0209

Phone: 515-725-2168/515-242-5870

Fax: 515-725-7957

Email: iachildlabor@iwd.iowa.gov

Website: www.iowadivisionoflabor.gov/child-labor

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

For deaf and hard of hearing, use Relay 711.

400-001
07.13.2016

Iowa Child Labor Law (Iowa Code Chapter 92)

92.2 OVER TEN AND UNDER SIXTEEN YEARS OF AGE

A person over ten and under sixteen years of age cannot be employed, with or without compensation, in street occupation or migratory labor as defined in section 92.1 unless the person holds a child labor work permit issued pursuant to this chapter.

Notwithstanding section 92.7, a person with a permit to engage in migratory labor shall only work between 5:00am and 7:30pm from Labor Day through June 1, and between 5:00am and 9:00pm for the remainder of the year.

Notwithstanding section 92.7, a person with a permit to engage in street occupations shall only work between 4:00am and 7:30pm, when local public schools are in session and between 4:00am and 8:30pm for the remainder of the year.

92.5 FOURTEEN AND FIFTEEN – PERMITTED OCCUPATIONS

Persons fourteen and fifteen years of age may be employed or permitted to work in the following occupations:

1. Retail, food service, and gasoline service establishments.
 2. Office and clerical work, including operation of office machines.
 3. Cashiering, selling, modelling, art work, work in advertising departments, window trimming and comparative shopping.
 4. Price marking and tagging by hand or by machine, assembling orders, packing and shelving.
 5. Bagging and carrying out customers' orders.
 6. Errand and delivery work by foot, bicycle, and public transportation.
 7. Clean-up work, including the use of vacuum cleaners and floor waxers, and maintenance of grounds.
 8. Kitchen work and other work involved in preparing and serving food and beverages, including the operation of machines and devices used in the performance of such work, including but not limited to, dishwashers, toasters, dumb-waiters, popcorn poppers, milk shake blenders, and coffee grinders.
 9. Work in connection with motor vehicles and trucks if confined to the following:
 - a. Dispensing gasoline and oil.
 - b. Courtesy service.
 - c. Car cleaning, washing and polishing.
- Nothing in this subsection shall be construed to include work involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.
10. Cleaning vegetables and fruits, and wrapping, sealing, labeling, weighing, pricing and stocking goods when performed in areas physically separate from areas where meat is prepared, for sale and outside freezers or meat coolers.
 11. Other work approved by the rules adopted pursuant to chapter 17A by the labor commissioner.

92.6 FOURTEEN AND FIFTEEN – OCCUPATIONS NOT PERMITTED

1. Persons fourteen and fifteen years of age may not be employed in:
 - a. Any manufacturing occupation.
 - b. Any mining occupation.
 - c. Processing occupations, except in a retail, food service, or gasoline service establishment in those specific occupations expressly permitted under the provisions of section 92.5.
 - d. Occupations requiring the performance of any duties in workrooms or work places where goods are manufactured, mined, or otherwise processed, except to the extent expressly permitted in retail, food service, or gasoline service establishments under the provisions of section 92.5.
 - e. Public messenger service.
 - f. Operation or tending of hoisting apparatus or of any power-driven machinery, other than office machines and machines in retail, food service, and gasoline service establishments which are specified in section 92.5 as machines which such minors may operate in such establishments.
 - g. Occupations prohibited by rules adopted pursuant to chapter 17A by the labor commissioner.
 - h. Occupations in connection with the following, except office or sales work in connection with these occupations, not performed on transportation media or at the actual construction site:
 - (1) Transportation of persons or property by rail, highway, air, on water, pipeline, or other means.
 - (2) Warehousing and storage.
 - (3) Communications and public utilities.
 - (4) Construction, including repair.
 - i. Any of the following occupations in a retail, food service, or gasoline service establishment:
 - (1) Work performed in or about boiler or engine rooms.
 - (2) Work in connection with maintenance or repair of the establishment, machines, or equipment.
 - (3) Outside window washing that involves working from window sills, and all work requiring the use of ladders, scaffolds, or their substitutes.
 - (4) Cooking except at soda fountains, lunch counters, snack bars, or cafeteria serving counters, and baking.
 - (5) Occupations which involve operating, setting up, adjusting, cleaning, oiling, or repairing power-driven food slicers and grinders, food choppers and cutters, and bakery-type mixers.
 - (6) Work in freezers and meat coolers and all work in preparation of meats for sale, except wrapping, sealing, labeling, weighing, pricing, and stocking when performed in other areas.
 - (7) Loading and unloading goods to and from trucks, railroad cars, or conveyors.
 - (8) All occupations in warehouses except office and clerical work.
2. Nothing in this section shall be construed as prohibiting office, errand, or packaging work when done away from moving machinery.

92.7 UNDER SIXTEEN – HOURS PERMITTED

A person under sixteen years of age shall not be employed with or without compensation, except as provided in sections 92.2 and 92.3, before the hour of 7:00 a.m. or after 7:00 p.m., except during the period from June 1 through Labor Day when the hours may be extended to 9:00 p.m. If such person is employed for a period of five hours or more each day, an intermission of not less than thirty minutes shall be given. Such a person shall not be employed for more than eight hours in one day, exclusive of intermission, and shall not be employed for more than forty hours in one week. The hours of work of persons under sixteen years of age employed outside school hours shall not exceed four in one day or twenty-eight in one week while school is in session.

92.8 UNDER EIGHTEEN – OCCUPATIONS PROHIBITED

No person under eighteen years of age shall be employed or permitted to work with or without compensation at any of the following occupations or business establishments:

1. Occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components.
2. Occupations of motor vehicle driver and helper.
3. Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill.
4. Occupations involved in the operation of power-driven woodworking machines.
5. Occupations involving exposure to radioactive substances and to ionizing radiations.
6. Occupations involved in the operation of elevators and other power-driven hoisting apparatus.
7. Occupations involved in the operation of power-driven metal forming, punching, and shearing machines.
8. Occupations in connection with mining.
9. Occupations in or about slaughtering and meat packing establishments and rendering plants.
10. Occupations involved in the operation of certain power-driven bakery machines.
11. Occupations involved in the operation of certain power-driven paper products machines.
12. Occupations involved in the manufacture of brick, tile and related products.
13. Occupations involved in the operation of circular saws, band saws and guillotine shears.
14. Occupations involved in wrecking, demolition and shipbreaking operations.
15. Occupations involved in roofing operations.
16. Excavation occupations.
17. In or about foundries; provided that office, shipping, and assembly area employment shall not be prohibited by this chapter.
18. Occupations involving the operation of laundry, dry cleaning, or dyeing machinery.
19. Occupations involving exposure to lead fumes or its compounds, or to dangerous or poisonous dyes or chemicals.
20. Occupations involving the transmission, distribution, or delivery of goods or messages between the hours of 10:00 p.m. and 5:00 a.m.
21. Occupations prohibited by rules adopted pursuant to chapter 17A by the labor commissioner.

