

Human Resource Department

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THE CITY OF MARSHALLTOWN IS AN EQUAL OPPORTUNITY EMPLOYER

Administrative Secretary (Public Works) Employment Application

City Use Only

This application is part of the hiring process and is used to compare each candidate using the same information in the same format. Please do not answer any question by writing 'see attached resume'. Submit application via email to the City Human Resource Director at hr@ci.marshalltown.ia.us or to City Human Resource Department via the address above, do not fax materials as these will not be accepted. If completing the online employment application be sure to save the file and email it as an attachment. **Application must be received by Thursday, May 4, 2017 at 5 P.M..**

First: _____ Middle: _____ Last: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Social Security #: _____ Email: _____

Phone numbers: Home: _____ Cell: _____ Work: _____

How did you hear about this position? (specific publication, specific website, friend, City employee, etc.)

Do you live within Marshalltown city limits? _____ If you do not live within Marshalltown city limits, at normal driving speed, and under normal conditions, how long will it take you to reach City Hall from your residence? _____ Do you plan to relocate to within city limits if offered employment with the City of Marshalltown? _____

Have you been convicted of a violation of the law other than minor traffic offenses? _____ If you answered yes, or if you are unsure, please explain:

After a conditional job offer has been made, the individual will be not be hired until he or she passes a pre-employment physical & drug test. Do you believe that you can pass a basic pre-employment physical? _____ Do you believe that you can pass a pre-employment drug test? _____ If you answered no, or if you are unsure, please explain:

Answer the following question after you have read the Position Announcement. Do you meet all of the qualifications listed? _____ If you answered no, or if you are unsure, please explain:

If you are currently employed, may we contact your current employer if given advance notice? _____

Have you ever been discharged from a job? _____ If you answered yes, please explain the circumstances of the discharge(s):

Have you ever been employed by the City of Marshalltown? _____ If yes, list dates of employment, department, and position(s) held.

Do you know anyone who is employed with the City of Marshalltown? _____ If yes, please provide us with their name(s) below:

VETERANS' PREFERENCE - Complete this section only if you are a US Military veteran and want to claim veterans' preference points. Applicants wishing to have points awarded for military service must submit proof of service including dates of service and type of discharge prior to or at the time of interview. US Military Service dates: From: _____ To: _____ Do you have an honorable discharge? _____ Are you a United States citizen? _____ Are you currently a resident of Iowa? _____ Do you have a service-connected disability or are you receiving compensation, disability benefits, or pension under laws administered by the veterans' administration (an honorably discharged veteran who has been awarded the Purple Heart for disabilities incurred in action shall be considered to have a service-connected disability)? _____

EDUCATION AND TRAINING:

High School Name _____ City _____ State _____ Zip _____
 Course of Study _____ Highest year completed _____ Did you graduate? _____

College Name _____ City _____ State _____ Zip _____
 Course of Study _____ Highest year completed _____ Did you graduate? _____

Technical Name _____ City _____ State _____ Zip _____
 Course of Study _____ Highest year completed _____ Did you graduate? _____

Other Name _____ City _____ State _____ Zip _____
 Course of Study _____ Highest year completed _____ Did you graduate? _____

EMPLOYMENT HISTORY - List most recent employer first

1.
Employer _____ City/State _____ Phone _____
 Dates Employed _____ Most recent earnings _____ Supervisor _____
 Position Title: _____ Job Duties: _____

 Reason for leaving: _____ May we contact this employer? _____

2.
Employer _____ City/State _____ Phone _____
 Dates Employed _____ Most recent earnings _____ Supervisor _____
 Position Title: _____ Job Duties: _____

 Reason for leaving: _____ May we contact this employer? _____

3.
Employer _____ City/State _____ Phone _____
 Dates Employed _____ Most recent earnings _____ Supervisor _____
 Position Title: _____ Job Duties: _____

 Reason for leaving: _____ May we contact this employer? _____

REFERENCES

Please list three professional references. References should be able to give an accurate account of work performance. Please do not list relatives. Applicants will be notified prior to references being contacted.

1) Name _____ Working Relationship _____

Years known _____ Email address, if known _____ Phone _____

2) Name _____ Working Relationship _____

Years known _____ Email address, if known _____ Phone _____

3) Name _____ Working Relationship _____

Years known _____ Email address, if known _____ Phone _____

Please rate your ability level with the following:

	No Experience	Some Ability	Average Ability	Above Average Ability	Exceptional Ability
Email Systems					
Microsoft Word					
Microsoft Excel					
Proof Reading/Editing Documents					
Managing Calendars/Schedules					
Basic Payroll/Timesheet Entry					

Provide us with as much detail as possible in the space below regarding your secretarial/administrative experience and any relevant training you have received.

Describe your experience and comfort level communicating over the phone and in person with the public.

Describe your experience with handling a wide variety of clerical duties and prioritizing to meet competing deadlines.

Describe your experience with organizing, filing, and maintaining records.

Describe your experience with accounting systems for entering invoices and permits.

AGREEMENT: Before you sign this agreement, please read the following carefully:

I have completed this application myself; no one else has completed any part of it for me.

I understand and agree that if I am hired by the City of Marshalltown, I will have my paychecks directly deposited into a checking or savings account(s) rather than receiving paper checks.

The information provided on this application or on any information submitted with this application is true and complete to the best of my knowledge. I agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if later discovered.

In order to permit the City of Marshalltown to make a thorough investigation of my background, personal habits, and character for the purpose of determining my fitness and suitability for employment, I hereby release from liability and promise to hold harmless from any liability under any and all possible causes of legal action, any and all persons or entities who shall furnish any information or opinions regarding my background, personal habits, and/or character, whether or not that individual is specifically listed as a reference on this application.

I hereby authorize any person or entity who may be contacted by the City of Marshalltown, its agents, or employees to release to such agents or employees any information, data, or opinions they may have regarding my background, personal habits, character, qualifications, and/or job performance. I understand that the source of such information or opinions provided to the City of Marshalltown shall be confidential and that the city shall not be required to reveal the content or source of any information or opinions.

I agree to hold harmless and release from liability under any and all possible causes of legal action, the City of Marshalltown, its agents, and its employees, for any statements, acts, or omissions in the course of its investigation into my background, personal habits, and/or character.

I realize that it is necessary for the City of Marshalltown to thoroughly investigate my personal background and qualifications and by applying for employment with the city, I expressly waive all my legal rights and causes of action to the extent that the City of Marshalltown investigation (for purposes of evaluating my suitability for employment) may violate or infringe upon these aforementioned legal rights and causes of action of mine.

This release from liability given by me to the City of Marshalltown, its employees, or agents, and all others as heretofore provided, shall apply to any right of action that might accrue to my self, my heirs, and/or my personal representatives.

Signature: _____ Date: _____