

Mid-Iowa Community Action, Inc. (MICA)

Helping People. Changing Lives. Building Communities.

1001 S. 18th Ave. Marshalltown, IA 50158

641-752-7162 www.micaonline.org

Application for Employment

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) Applying For:

Date:

Legal Name (as it is printed on your Social Security card):

Preferred Name:

Pronouns: They/Them She/Her He/Him Other:

Street Address:

City:

State:

Zip Code:

Home Phone (or NA):

Cell Phone (or NA):

Email Address:

Please list any other states you have resided in after the age of 18:

Referral Source(s):

Are you 18 years old or older?

Are you legally eligible for employment in this country?

Have you submitted an application here before?

If yes, give date(s) and positions(s):

Have you ever been employed here before?

If yes, give date(s) and position(s):

Do you have any relatives who are employed at MICA or who are serving on the Board of Directors?

If yes, give names:

Are you a current or former Early Head Start/Head Start Parent?

Date available for work:

Employment desired (check/circle all that apply): Fulltime Part-time Casual/Temporary

Will you work overtime if required?

If no, explain:

Will you travel if the job requires it?

Employer Name: _____ Address, City, State: _____
 Job Title: _____ Job Responsibilities: _____
 Start/End Dates (M/D/Y): _____ Hours worked weekly: _____ Final Rate of Pay: _____
 Immediate Supervisor: _____ May we contact for a reference? _____ Phone Number: _____
 Reason for Leaving: _____

Employer Name: _____ Address, City, State: _____
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 Immediate Supervisor: _____ May we contact for a reference? _____ Phone Number: _____
 Reason for Leaving: _____

COMMENTS (Include an explanation of any gaps in employment.)

SKILLS AND QUALIFICATIONS Summarize any special training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

EDUCATIONAL BACKGROUND

Name of institution where you received High School Diploma or equivalent:

Name: _____ City: _____ State: _____ Zip Code: _____

List post-high school institutions attended:

Name: _____ # Years Completed: _____ Degree/Diploma? _____
 Major: _____ Minor: _____ GPA: _____

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 Major: _____ Minor: _____ GPA: _____

Name: _____ # Years Completed: _____ Degree/Diploma? _____
 Major: _____ Minor: _____ GPA: _____

REFERENCES

List the name, relationship, and telephone number of two work references, *who are not related to you*.

If you don't have business/work references, list three school references (teachers/coaches) *who are not related to you*.

NOTE: Personal references will not be accepted.

Name	Title	Name of Company	Phone Number

ADDITIONAL INFORMATION - Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard, or any similarly protected status.

Professional, trade, business, or civic associations and any offices held:

Special accomplishments, publications, or awards:

Any additional information you would like us to consider:

APPLICANT CERTIFICATION

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interviews. I hereby waive any and all rights and claims I may have regarding the employer its agents, employees, or representatives, for seeking, gathering, and using such information in the employment process, and all other persons, corporations, or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment it will be necessary to reapply and fill out a new application.

I understand that MICA is an at-will employer. If I am hired I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

Date

Typed/Printed Name of Applicant

MICA is an equal opportunity employer and actively seeks applicants who reflect the diversity of the nation. No applicant shall be discriminated against on the basis of race, color, national origin, creed, religion, age, disability, sex, gender identity, sexual orientation, genetic information, or veteran status.