

CITY OF FAIRBANK

EMPLOYMENT APPLICATION *EQUAL OPPORTUNITY EMPLOYER

116 Main Street, P.O. BOX 447, Fairbank, Iowa 50629-0447
 Telephone# (319) 635-2111 Fax# (319) 635-2340

Print in ink or type.

1. Answer all questions completely.
2. Resumes will not be accepted in lieu of applications.
3. At the time of employment with the city, you must submit proof of U.S. citizenship or authorization to work in the United States.
4. False statements or omission of material facts will result in rejection of your application or removal from employment after hire.

Position Applied For: _____

Date of Application: _____

PLEASE PRINT OR TYPE

PERSONAL INFORMATION

Last Name	First Name	Middle	Email Address (if available)	Social Security Number
Address		Apt. #	P.O. Box	Home Phone
City		State	Zip	Business Phone or Cell Phone Number
Are you legally eligible for employment in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you below the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No:		Do you have a high school diploma or GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION AND TRAINING

Please include any training relative to the position you are applying for, including military.

Colleges, Vocational or Technical Schools	Major Subject	Units	Type of Degree or Certificate	Date

LICENSES AND CERTIFICATES REQUIRED FOR, OR RELATED TO, THIS POSITION

Description	Issued by	ID #	Expiration Date

PERTINENT SPECIAL SKILLS

Please list experience with machines, office equipment, languages, or other special skills pertinent to the position for which you are applying.

ADDITIONAL INFORMATION

Have you ever been employed by the City of Fairbank? Yes No Are you willing to undergo a pre-employment physical exam? Yes No

Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service? Yes No

If yes, explain: _____

Have you ever been convicted of a criminal offense? Yes No (If so, what and when) _____

(Affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)

Do you possess a valid driver's license (if job required)? Yes No State: _____ Driver's License # _____ Class: _____

A driver's license is required by the job, have you received any tickets in the last three years for moving violations? Yes No How Many? _____
 Date: _____ Violation: _____ Date: _____ Violation: _____ Date: _____ Violation: _____

Do you have relatives employed by the City of Fairbank? Yes No

If yes, indicate the name, relationship, and department: _____

City of Fairbank

WORK EXPERIENCE

**Beginning with your Present or most recent employer, describe all Work Experience including Military, Volunteer and Intern Experience.
(Attach additional sheets if necessary, or retrieve Work Experience template)**

Name of Present or Most Recent Employer			Address		
Starting Date	Leaving Date	Salary \$ _____ per _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern _____ hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Most Recent)		Name of Supervisor/Title		Phone #	

Job Duties:

May we contact this employer? Yes No

Name of Employer			Address		
Starting Date	Leaving Date	Salary \$ _____ per _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern _____ hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Most Recent)		Name of Supervisor/Title		Phone #	

Job Duties:

May we contact this employer? Yes No

Name of Employer			Address		
Starting Date	Leaving Date	Salary \$ _____ per _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern _____ hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Most Recent)		Name of Supervisor/Title		Phone #	

Job Duties:

May we contact this employer? Yes No

Name of Employer			Address		
Starting Date	Leaving Date	Salary \$ _____ per _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern _____ hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Most Recent)		Name of Supervisor/Title		Phone #	

Job Duties:

May we contact this employer? Yes No

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WORK EXPERIENCE

(Attach additional sheets if necessary, or retrieve Work Experience template)

Name of Employer		Address	
Starting Date	Leaving Date	Salary \$ _____ per _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern _____ hrs/wk	Reason for Leaving
Month/Year	Month/Year		
Job Title (Present or Most Recent)		Name of Supervisor/Title	
Job Duties:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Employer		Address	
Starting Date	Leaving Date	Salary \$ _____ per _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern _____ hrs/wk	Reason for Leaving
Month/Year	Month/Year		
Job Title (Present or most Recent)		Name of Supervisor/Title	
Job Duties:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

REFERENCES

(NOT EMPLOYERS OR RELATIVES AT LEAST THREE)

Name and Address	Occupation	Phone

EMERGENCY CONTACT INFORMATION

Name	Address	Relationship	Telephone Number

CITY OF FAIRBANK

AGREEMENT (Please read the following statements carefully)

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a late date.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the Chief of Police or myself. I understand that no management official other than the chief (with council approval) has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

Signature _____

Date _____

AFFIRMATIVE ACTION INFORMATION

The following information is necessary for the City of Fairbank to evaluate its hiring practices and to prepare reports required by law for the State and Federal governments. This information is voluntary and will be kept separate and confidential.

Position Applied For: _____ Sex: Female Male

Date of Application: _____ Date of Birth _____ / _____ / _____
 Month Day Year

RACIAL CATEGORY	
<input type="checkbox"/> WHITE/CAUCASIAN (Not of Hispanic origin)	All persons having origins in any of the original peoples of Europe, North Africa, or Middle East.
<input type="checkbox"/> BLACK (not of Hispanic origin)	All persons having origins in any of the black racial groups.
<input type="checkbox"/> HISPANIC	All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.
<input type="checkbox"/> ASIAN OR PACIFIC ISLANDER	All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands, Samoa, and India.
<input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE	All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

EQUAL EMPLOYMENT OPPORTUNITY: We are an Equal Opportunity/Affirmative Action Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, or mental and/or physical disability.

APPLICATION PROCESS: Submit a completed City of Fairbank employment application to Chief of Police, PO Box 447 Fairbank, Iowa 50629-0447, by the closing date. As requested, please also submit a completed, resume and cover letter.

DRUG SCREENING: If you apply for a safety sensitive position, a conditional job offer will be contingent upon successful completion of a drug screening, and subject to random testing after hire.

PROBATIONARY PERIOD: Newly hired and newly promoted employees serve a probationary period of fixed duration as the final step in the selection process to show their ability to perform the work.

SALARIES AND BENEFITS: The City of Fairbank offers competitive salaries and a comprehensive benefits program provided to regular full-time employees; paid vacation, holidays, and sick leave; medical coverage to employees and dependents, retirement plan "IPERS"

IMMIGRATION LAW: In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees will be required to complete and sign an Employment Eligibility Verification Form and present documentation verifying identity and employment eligibility.

City of Fairbank

VOLUNTARY COMPLETION BY APPLICANT. NOT FOR INTERVIEW PURPOSES.

RECRUITMENT SOURCE

How did you become aware of this employment opportunity?

Newspaper Which newspaper? _____

City Employment Announcement

City Job Information Line

City Employee

State Employment Office

City Website

Other Explain: _____

City of Fairbank
116 Main Street
PO Box 447
Fairbank, Iowa 50629-0447

HIRING STANDARDS FOR POLICE OFFICERS

Requirements that must be met in order to hire an officer.

All minimum standards for Iowa law enforcement officers must be satisfied:

- 1. Be a U. S. Citizen and a resident of Iowa or intend to become a resident upon being employed;
- 2. Be 18 years of age at the time of appointment;
- 3. Hold a valid Iowa driver's license;
- 4. Not be addicted to drugs or alcohol [modified for Chapter 400 civil service positions by §400.17 of the Code of Iowa];
- 5. Be of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state and national fingerprint files and have not been convicted of a felony or a crime involving moral turpitude;
- 6. Successfully pass physical fitness tests; (see chart below)
- 7. Not be opposed to use of force to fulfill duties;
- 8. Be a high school graduate or hold a GED certificate;
- 9. Have uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the Occupational demands of law enforcement;
- 10. Have normal hearing in each ear; and,
- 11. Be examined by a physician and meet the physical requirements necessary to fulfill the responsibilities of a law enforcement officer.
- 12. Undergo psychological testing. (MMPI)
- 13. Undergo cognitive testing. (POST)

Minimal physical fitness performance requirements chart.

Males		Age				
Test	20-29	30-39	40-49	50-59	60 +	
Sit & Reach	16.5	15.5	14.3	13.3	12.5	
1 Minute Sit-up	38	35	29	24	19	
1 Minute Push-up	29	24	18	13	10	
1.5 Mile Run	12:51	13:36	14:29	15:26	16:43	
Females		Age				
Test	20-29	30-39	40-49	50-59	60 +	
Sit & Reach	19.3	18.3	17.3	16.8	15.5	
1 Minute Sit-up	32	25	20	14	6	
1 Minute Push-up	15	11	9	* 12	* 5	
1.5 Mile Run	15:26	15:57	16:58	17:54	18:44	

* Females in excess of 49 years of age may do pushups on their knees.