



Please follow these instructions to confirm your application is saved properly.

To submit your application electronically:

- 1. Open the file that was either emailed to you or that you found on our website and save it to your desktop.
2. Close out of the application you currently have open and reopen it directly from your desktop.
3. Complete the application and then save it again! After you have completed the application AND saved the completed one to your desktop:
a. Send an email message to reception@citynatl.com and attach your completed application from your desktop.

If you have a resume please attach it as well.

FIRST: MI: LAST:

ADDRESS:

CITY: STATE: ZIP:

S.S. #: ARE YOU OVER 18 YEARS OF AGE? Yes No

CELL PHONE: ALTERNATE PHONE:

EMAIL ADDRESS:

SHIFT PREFERRED 1st 2nd 3rd EXPECTED PAY:

ARE YOU LOOKING FOR: FULL-TIME PART-TIME DATE AVAILABLE:

WHAT TYPE OF WORK ARE YOU LOOKING FOR?

HOW DID YOU HEAR ABOUT US? (Please Be Specific)

HAVE YOU EVER FILLED OUT AN APPLICATION WITH US BEFORE? Yes No

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? Yes No

If yes, proof is required at time of hire

DO YOU HAVE A CURRENT VALID DRIVER'S LICENSE? Yes No

AREAS WILLING TO WORK:

- Cedar Falls Elk Run Heights Hudson Manchester Shell Rock Sumner
Cedar Rapids Evansdale Independence New Hampton Waterloo
Denver Grundy Center Jesup Oelwein Traer Waverly

EDUCATIONAL BACKGROUND

Please list High School, College and other Institutions where you received education.

Table with 4 columns: SCHOOL NAME, CITY & STATE, DIPLOMA/MAJOR, GRADUATE. Includes checkboxes for Yes, No, and (enrolled).

EMPLOYMENT EXPERIENCE

MUST LIST 3 MOST RECENT EMPLOYERS

1. EMPLOYER _____ CITY _____ STATE _____

SUPERVISOR _____ TITLE _____ PHONE _____

EMPLOYMENT DATES: Mo/Yr _____ to _____ HOURLY RATE/SALARY: starting _____ final _____

WHAT SHIFT 1st 2nd 3rd JOB TITLE _____

DUTIES PERFORMED _____

REASON FOR LEAVING _____ CAN WE CONTACT? Yes No

1. EMPLOYER _____ CITY _____ STATE _____

SUPERVISOR _____ TITLE _____ PHONE _____

EMPLOYMENT DATES: Mo/Yr _____ to _____ HOURLY RATE/SALARY: starting _____ final _____

WHAT SHIFT 1st 2nd 3rd JOB TITLE _____

DUTIES PERFORMED _____

REASON FOR LEAVING _____ CAN WE CONTACT? Yes No

1. EMPLOYER _____ CITY _____ STATE _____

SUPERVISOR _____ TITLE _____ PHONE _____

EMPLOYMENT DATES: Mo/Yr _____ to _____ HOURLY RATE/SALARY: starting _____ final _____

WHAT SHIFT 1st 2nd 3rd JOB TITLE _____

DUTIES PERFORMED _____

REASON FOR LEAVING _____ CAN WE CONTACT? Yes No

NOTE: Please provide additional work history if you have not listed 3 job experiences above that reflect the career opportunity you desire. Resumes are always encouraged. We also encourage any letters of recommendation, certification of accomplishment, copies of designations or certification documents for your file.

Staffing Skill Codes

X		X	
	ACCOUNTING- Payroll		HUMAN RESOURCES- Other
	ACCOUNTING- Accounts Payable		HUMAN RESOURCES- Recruiting
	ACCOUNTING- Accounts Receivable		HVAC Technician
	ACCOUNTING-Certified Public		INDUSTRIAL - Other
	ACCOUNTING- Other		INDUSTRIAL- Drafting
	ADMINISTRATIVE- Call Center		INDUSTRIAL- Engineering
	ADMINISTRATIVE- Customer Service		INDUSTRIAL- Inventory Control
	ADMINISTRATIVE- Data Entry		INDUSTRIAL- Machining-CMM - Operator
	ADMINISTRATIVE- Dispatcher		INDUSTRIAL- Machining-CNC
	ADMINISTRATIVE- Mail Room		INDUSTRIAL- Machining- Operator
	ADMINISTRATIVE- Marketing		INDUSTRIAL- Machining-Programming
	ADMINISTRATIVE- Other		INDUSTRIAL- Maintenance Technician
	ADMINISTRATIVE- Receptionist		INDUSTRIAL-Quality Control
	CONSTRUCTION- Blue Prints		INDUSTRIAL- Tool & Die
	CONSTRUCTION- Building		INDUSTRIAL- Welding
	CONSTRUCTION- Drywall		IT- Computer Programming
	CONSTRUCTION- Electrical		IT- Other
	CONSTRUCTION- Estimating		IT- Software Development
	CONSTRUCTION- HVAC		IT- Technician
	CONSTRUCTION- Other		IT- Web Design
	CONSTRUCTION- Plumbing		JANITORIAL- Grounds Keeper
	CPA		JANITORIAL- Housekeeping
	EDUCATION- Other		JANITORIAL- Other
	EDUCATION- Teacher		LANGUAGE- Chinese
	FARM/AGRICULTURE		LANGUAGE- French
	FINANCE- Banking		LANGUAGE- Spanish
	FINANCE- Other		LANGUAGE- Other
	FINANCE- CFO		LEGAL- Assistant
	FINANCE- Financial Planning		LEGAL- Other
	FINANCE- Financial Statements		Management
	GENERAL LABOR- Assembly		SALES- Inside
	GENERAL LABOR- Forklift		SALES- Outside
	GENERAL LABOR- Other		SALES- Other
	GENERAL LABOR- Packaging		SALES- Services
	GENERAL LABOR- Paint		SOFTWARE- Other
	GENERAL LABOR- Shipping/ Receiving		VEHICLE- CDL
	GENERAL LABOR- Warehouse		VEHICLE- Delivery
	HEALTHCARE- Insurance		VEHICLE- Mechanic
	HEALTHCARE- Other		VEHICLE- Other
	HEALTHCARE- Transcription		

CRIMINAL BACKGROUND CHECK

Please fill out the top section and sign & date form at the bottom

LAST NAME: _____ **FIRST NAME:** _____ **MI:** _____

DATE OF BIRTH - MONTH/DATE: _____ **SS#:** _____

HAVE YOU GONE BY ANY OTHER NAME? _____

DESCRIPTION	ADJ/G/D	ADJDATE
For Office Use Only		

WAIVER

I hereby give permission for the above requesting official to conduct a local criminal history record check. Any information maintained by the check may be released as allowed by law. By typing in my name and date on this electronic form I acknowledge the above statement.

*** SIGNATURE:** _____

DATE: _____

PERSONAL REFERENCES

Please list 2 references other than family members or previous employers

1) NAME _____ PHONE _____

CITY _____ STATE _____ RELATIONSHIP _____

2) NAME _____ PHONE _____

CITY _____ STATE _____ RELATIONSHIP _____

WORK REFERENCES

Please list 2 references that you have worked with in the past

1) NAME _____ PHONE _____

COMPANY _____ TITLE _____

2) NAME _____ PHONE _____

COMPANY _____ TITLE _____

APPLICANT CERTIFICATION AND AUTHORIZATION

I hereby authorize City & National Employment to contact past/present employers, educational institutions and authorize my references to provide any information to the company, which they deem appropriate to verify work history and education. I certify that the information and the answers to the questions asked in this application are true and correct. I understand that any incorrect or misleading information will be cause for dismissal if hired. I also understand that some employers do require a passage of drug testing and a physical examination upon a job offer and prior to hiring. City & National Employment requires proof of immigration-copy of social security card and picture identification. City & National Employment is an Equal Opportunity Employer.

NON-COMPETE CLAUSE: By signing this application, I hereby agree that I will not contact any client employer, company or contact person within mentioned organizations, which City & National Employment would or has communicated with me or would employ me at. I will honor this agreement for a period of one year from that date in which this information or employment opportunity was shared with me. I also agree that if I am contacted by a client employer, company or contact person, of said organizations, that I will notify City & National Employment of this contact, so as not to violate any Non- Compete Agreement that would be in force with City & National Employment.

BY SIGNING YOUR NAME AND DATE YOU ARE ACKNOWLEDGING THAT YOU HAVE READ AND UNDERSTOOD THIS STATEMENT

*** SIGNATURE:** _____

DATE: _____