



1401 Center Street, Des Moines, Iowa 50314 (515) 244-7702

## Employment Application

Programs, services and employment are equally available to everyone. Please inform the Human Resource Department if you require reasonable accommodation for the application or interview.

Email application and resume to: [Sfitzpatrick@oakridgeneighborhood.org](mailto:Sfitzpatrick@oakridgeneighborhood.org)

APPLICANT INFORMATION			
Last name	First name	M.I.	Date
Street address		Apartment/Unit #	
City	State	Zip	
Phone	Email address		
Date available to start:	Salary Requirement: \$	How did you hear about position?	
Position applying for			
Are you authorized to work in the US?		Yes	No
Have you ever worked for this company?		Yes	No
		If yes, when _____	
Are you related to a current employee or board member?		Yes	No
		If yes, who _____	
Have you ever pled guilty, no contest, or been convicted of a crime Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, please give dates, state and details	
NOTE: Answering "yes" to any of these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.			
Driver's License No. (if applicable to position) :		State:	

EDUCATION			
High school	Address		
Name:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, list highest grade completed.	
College	Address		
Name:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, list number of years completed.	
Other Certifications (including GED)			
Name:	Received From:	Address	
Name:	Received From:	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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No		

REFERENCES	
<i>Please list three (3) professional non-related references</i>	
Full Name	Relationship
Company	Phone: (     )
Address	
Full Name	Relationship
Company	Phone: (     )
Address	
Full Name	Relationship
Company	Phone: (     )
Address	
Full Name	Relationship
Company	Phone: (     )
Address	
MILITARY SERVICE	
Branch	Rank at Discharge:
If other than honorable discharge, please explain	

DISCLAIMER AND SIGNATURE	
<p>I certify that my answers are true and complete to the best of my knowledge. I authorize Oakridge to make such investigations and inquiries of my personal, employment, educational, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or individuals from all liability when responding to inquiries in connection with my application. In the event I am employed, I understand that false or misleading information given in my application or during my interview(s) may result in discharge.</p>	
Signature _____	Date _____

**OAKRIDGE NEIGHBORHOOD**  
**National Search Consent Form**

**Personal Information**

I \_\_\_\_\_  
(PRINT please) Last Name First Middle Maiden

have made application for a position with Homes of Oakridge Services.

My current address is \_\_\_\_\_  
Street

City State Zip

My Previous address was \_\_\_\_\_  
Street

City State Zip

My date of birth is \_\_\_\_\_ Social Security Number \_\_\_\_\_

My Driver's License Number OR State ID Number \_\_\_\_\_ State \_\_\_\_\_

**Release**

I hereby authorize Oakridge Neighborhood to obtain my entire criminal history including arrests and convictions for the purpose stated above. I also acknowledge that Oakridge Neighborhood will check my credit and check to see if I am a registered sex offender. I acknowledge that a photocopy or facsimile copy of this release shall be as valid as the original.

Complete Legal Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

***Office use only – do not write below this line.***

**CREDIT CHECK -**  
(RHR-Rental History Reports)

☐ Approved

☐ Denied

**NATIONAL TERRORIST –**  
(RHR-Rental History Reports)

☐ Approved

☐ Denied

**NATIONAL CRIMINAL SEARCH –**  
(RHR-Rental History Reports)

☐ Approved

☐ Denied

**NATIONAL MOST WANTED –**  
(RHR-Rental History Reports)

☐ Approved

☐ Denied

**NATIONAL SEX OFFENDER SEARCH –**  
(RHR-Rental History Reports)

☐ Approved

☐ Denied

**NATIONAL EVICTION SEARCH –**  
(RHR-Rental History Reports)

☐ Approved

☐ Denied

**IA Courts Online -**