

**Human Resources Department**

24 North Center Street  
Marshalltown, IA 50158  
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www.marshalltown-ia.gov

**MARSHALLTOWN**  
IOWA

THE CITY OF MARSHALLTOWN IS AN EQUAL OPPORTUNITY EMPLOYER

**MARSHALLTOWN PARKS & RECREATION - APPLICATION FOR TEMPORARY SEASONAL EMPLOYMENT**

Mail application to City Hall, Attention: Jill Petermeier, 24 North Center Street, Marshalltown, IA 50158 or save this file to your computer and email as an attachment to [hr@marshalltown-ia.gov](mailto:hr@marshalltown-ia.gov).

Position Desired: \_\_\_\_\_

Scan to view job  
openings 

First: \_\_\_\_\_ Last: \_\_\_\_\_



Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_ ~

**EDUCATION:**

High School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number of years completed \_\_\_\_\_ did you graduate? \_\_\_\_\_

College Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Course of Study \_\_\_\_\_ Number of years completed \_\_\_\_\_ did you graduate? \_\_\_\_\_

Other Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Course of Study \_\_\_\_\_ Number of years completed \_\_\_\_\_ did you graduate? \_\_\_\_\_

**EMPLOYMENT HISTORY:**

Employer \_\_\_\_\_ City/State \_\_\_\_\_ Dates Employed \_\_\_\_\_

Position Title: \_\_\_\_\_ Job Duties: \_\_\_\_\_

Employer \_\_\_\_\_ City/State \_\_\_\_\_ Dates Employed \_\_\_\_\_

Position Title: \_\_\_\_\_ Job Duties: \_\_\_\_\_

**REFERENCES:** Please list three references. References should be a combination of both professional and personal. Please do not list relatives.

1) Name \_\_\_\_\_ Relationship \_\_\_\_\_ Years known \_\_\_\_\_ Phone \_\_\_\_\_

2) Name \_\_\_\_\_ Relationship \_\_\_\_\_ Years known \_\_\_\_\_ Phone \_\_\_\_\_

3) Name \_\_\_\_\_ Relationship \_\_\_\_\_ Years known \_\_\_\_\_ Phone \_\_\_\_\_

The City of Marshalltown hires at the age of 14, although some positions require the employee to be at least 16 years of age and in some cases at least 18 years of age. Are you at least: 14 years of age? \_\_\_\_\_ 15 years of age? \_\_\_\_\_ 16 years of age? \_\_\_\_\_ 18 years of age? \_\_\_\_\_

LIFEGUARD APPLICANTS ONLY: Are you currently certified? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, when does your certification expire? \_\_\_\_\_

Have you been convicted for a violation of the law other than minor traffic offenses and/or have any record of founded child abuse or dependent adult abuse? A conviction record will not necessarily eliminate you from consideration for employment, factors such as nature and seriousness of the violation, age at the time of offense, and rehabilitation will be taken into account. Yes \_\_\_\_\_ No \_\_\_\_\_ If you answered yes, or if you are unsure, please explain 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)? \_\_\_\_\_

I hereby certify that all above statements are true. I am aware that should investigation disclose omissions, misrepresentation or falsifications that my application will be rejected or my employment may be terminated. I authorize my former employers or any other individual or entity contacted whether or not specifically listed on this application, to give any information regarding my suitability for employment. If hired I will be an employee-at-will, meaning either the City or I can terminate the employment arrangement at any time for any or no reason. If still employed at the end of the season, employment will be severed at that time and there shall be no expectation of continued employment or re-employment. I realize that it is necessary for the City 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

City Use Only
HR Received _____
P&R – Interviewed _____ In Spreadsheet _____
HR Reviewed & Updated _____