**Iron Ore Heritage Recreation Authority**

**Application**

**PLEASE COMPLETE PAGES 1-4 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Last First Middle

**Present Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Number Street City State Zip

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Phone No. (\_\_\_ )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alternate Phone No. (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Driver’s License No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| Position applied for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day/hours available to work: |
| |  |  | | --- | --- | | No Pref \_\_\_\_\_\_\_\_\_\_\_\_ | Thur \_\_\_\_\_\_\_\_\_\_\_ | | Mon \_\_\_\_\_\_\_\_\_\_\_ | Fri \_\_\_\_\_\_\_\_\_\_\_ | | Tue \_\_\_\_\_\_\_\_\_\_\_ | Sat \_\_\_\_\_\_\_\_\_\_\_ | | Wed \_\_\_\_\_\_\_\_\_\_\_ | Sun \_\_\_\_\_\_\_\_\_\_\_ | |
| Have you filed an application here before? Yes No If Yes, give date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Have you ever been employed here before? Yes No If Yes, give date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employment desired FULL-TIME ONLY PART-TIME ONLY FULL OR PART-TIME TEMPORARY |
| When are you available for work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Can you travel if a job requires it? Yes No |
| Are you working now? Yes No Are you on a lay-off and subject to recall? Yes No |
| May we contact your present employer? Yes No |
| Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No |

Salary desired (be specific) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| PLEASE PRINT ALL INFORMATION |
| EXCEPT SIGNATURE |
|  |
|  |

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of School | Name of School | Location | Years Completed | Major & Degree |
| Highschool |  |  |  |  |
|  |  |  |
| College |  |  |  |  |
|  |  |  |
| Business or Trade School |  |  |  |  |
|  |  |  |
| Professional School |  |  |  |  |
|  |  |  |

HAVE YOU EVER BEEN CONVICTED OF A CRIMMINAL OFFENSE, (Misdemeanor or Felony)? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were

committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: A conviction record will not necessarily be a bar to employment. Factors such as age, time of offense, seriousness and nature of violation, and rehabilitation will be considered.

**REFERENCES:**

|  |  |
| --- | --- |
| Please list two references other than relatives or previous employers. | |
|  |  |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No | |
| ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No | |
| Specialty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Entered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Discharge Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**WORK EXPERIENCE** Please list your work experience beginning with your most recent job held. If you were self -employed, give firm name. **Attach additional sheets if necessary.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of last supervisor | Employment dates | Pay or Salary |
| Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | From | Start |
| Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | To | Final |
| Your last job title | | |
| Reason for leaving (be specific) | | | |
| List the jobs you held duties, performed, skills used or learned, advancements or promotions while you worked at this company. | | | |
| Name of employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of last supervisor | Employment dates | Pay or Salary |
| Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | From | Start |
| Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | To | Final |
| Your last job title | | |
| Reason for leaving (be specific) | | | |
| List the jobs you held duties, performed, skills used or learned, advancements or promotions while you worked at this company. | | | |
| Name of employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of last supervisor | Employment dates | Pay or Salary |
| Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | From | Start |
| Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | To | Final |
| Your last job title | | |
| Reason for leaving (be specific) | | | |
| List the jobs you held duties, performed, skills used or learned, advancements or promotions while you worked at this company. | | | |

**AUTHORIZATION AND CERTIFICATION**

Please carefully read the following statements and initial each one where indicated. If you have a question regarding any of the statements, please ask prior to initialing and signing the application. Your initials and signature verify that you have read, understand, and agree to abide by the statements below.

\_\_\_\_\_\_\_\_\_\_\_\_ I hereby certify that all statements made on or in connection with my application are true, complete and correct

initial to the best of my knowledge and belief, and I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

\_\_\_\_\_\_\_\_\_\_\_\_ I authorize the IOHRA to contact any of the persons or organizations referenced in my application

initial materials. I also authorize any person contacted to provide the IOHRA any and all information

Regarding my employment, education, or any other information concerning any of the subjects covered by the application. I agree to execute employment records release authorization forms as may be required by the IOHRA requesting employment records from my present and/or former employer(s).

\_\_\_\_\_\_\_\_\_\_\_\_ I understand that if certain positions have particular security requirements or if the IOHRA

initial determines there is a Bona Fide Occupational Qualification inherent in the position which requires certain

information, a police background check seeking that information may be conducted prior to making a decision

regarding employment. I authorize the IOHRA, its officers, agents, and employees to conduct such a

check if I am applying for one of these positions, and I release and hold harmless the IOHRA, its

officers, agents, and employees from any liability, except for its negligence, related to the performance or results

of this check.

\_\_\_\_\_\_\_\_\_\_\_\_ I authorize the IOHRA to obtain a Background Check and / or Consumer Credit Report on me. This authorization is

initial valid for purposes of verifying information given pursuant to employment or any other lawful purpose covered under the Fair Credit Reporting Act (FCRA). The Background Check may contain information available in the Public Domain but may not include interviews with persons other than previous employers or their agents. I hereby authorize all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts and agencies, military services and persons to release all information they may have about me including criminal and driving history.

\_\_\_\_\_\_\_\_\_\_\_\_ If accepted for employment not covered under a bargaining agreement, I understand that I will always be an

initial “at-will” employee.

|  |  |
| --- | --- |
| **Applicant’s Signature** | **Date** |
| Thank you for your interest in employment with the Iron Ore Heritage Recreation Authority  **AN EQUAL OPPORTUNITY EMPLOYER**  **http://ironoreheritage.com/** | |