

CITY OF IOWA CITY

Internal Employee Transfer

LAST

(PLEASE PRINT)

This is your official employment application and it is to your advantage to complete this application as thoroughly as possible.

Position Applied For	Date of Application		
Name			
Address	City	State	Zip Code
Telephone number where you may be reached between 8 a.m. and 5 p.m. weekdays: _____			

If required to perform the job for which you are applying, do you have a:

Valid Iowa driver's license	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Valid CDL	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Secondary School

Circle highest grade completed: 9 10 11 12 Did you graduate? Yes No

College

Circle highest grade completed: 13 14 15 16 __ __ Did you graduate? Yes No

College/University/Trade school (complete for all schools attended)

Name of School	City/State	
Degree Awarded	Major/Minor	Dates in Attendance

Name of School	City/State	
Degree Awarded	Major/Minor	Dates in Attendance

FIRST

Please list your prior work experience below; being sure to list jobs that are applicable to the position you are applying for. Please start with your present job. The City considers military service as employment. You may also include job-related volunteer activities. **If you are covered by the AFSCME contract and have been in your current position for less than six months, you may only apply for another City position if it is a promotion (higher pay grade). Please refer to AFSCME contract, Article XIII, Sections 2 & 4.** If additional space is needed, please continue on the back of this form.

Current Job Title		Permanent or Temporary?	Current Wage:
Date Started		Supervisor	Phone
Work Duties			
Reason for Wanting to Transfer			

Employer	Job Title		
Dates Employed	Supervisor	Phone	
Work Performed			
Reason for Leaving			

