



1017 E. 7th St. N.
Newton, Iowa 50208
641-792-6119

4440 NE Hubbell Ave
Des Moines, Iowa 50317
515-557-1810

www.progressindustries.org

APPLICATION FOR EMPLOYMENT
Equal Opportunity Employer

Date_____

LAST NAME FIRST NAME MIDDLE NAME

STREET ADDRESS CITY STATE & ZIP

HOME PHONE CELL PHONE E-MAIL ADDRESS

PAY EXPECTED_____ POSITION DESIRED_____

DRIVER'S LICENSE NUMBER_____

WORK PREFERENCE: Full Time Part Time On Call

WILL YOU WORK OVERTIME IF ASKED? Yes No

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.? Yes No

ARE YOU 18 YEARS OF AGE OR OLDER? Yes No

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

DO YOU HAVE AUTO INSURANCE? Yes If No, Explain_____

HAVE YOU EVER HAD FOUNDED CHARGES OF CHILD OR DEPENDENT ADULT ABUSE? Yes No

HOW DID YOU LEARN OF OUR ORGANIZATION?_____

IF OFFERED A JOB, WHEN WOULD YOU BE ABLE TO START?_____

DO YOU HAVE RELATIVES WORKING AT PROGRESS INDUSTRIES? Yes No
IF YES, WHO_____ RELATIONSHIP_____

HAVE YOU EVER BEEN EMPLOYED BY PROGRESS INDUSTRIES? Yes No

EDUCATIONAL INFORMATION

HIGH SCHOOL: _____
Name and Location of High School

Number of years completed: _____

Did you graduate? Yes No

Degree or Diploma _____

COLLEGE: _____
Name and Location of College

Course of Study: _____

Number of years completed: _____

Did you graduate? Yes No

Degree or Diploma _____

PREVIOUS EMPLOYMENT

Please provide accurate, full-time and part-time employment record.
Start with present or most-recent employer.

We may contact the employers you list below.

If you do not want us to contact a specific employer listed, then please indicate:

DO NOT CONTACT EMPLOYER # _____

REASON TO NOT CONTACT _____

EMPLOYMENT #1

Name of Company: _____

Company Address: _____

Company Telephone: _____

Name of Supervisor: _____

Employed (Month/Year) From: _____ To: _____

Weekly Pay: _____

Job Title and Description of Work: _____

Reason for Leaving: _____

EMPLOYMENT #2

Name of Company: _____

Company Address: _____

Company Telephone: _____

Name of Supervisor: _____

Employed (Month/Year) From: _____ To: _____

Weekly Pay: _____

Job Title and Description of Work: _____

Reason for Leaving: _____

EMPLOYMENT #3

Name of Company: _____

Company Address: _____

Company Telephone: _____

Name of Supervisor: _____

Employed (Month/Year) From: _____ To: _____

Weekly Pay: _____

Job Title and Description of Work: _____

Reason for Leaving: _____

EMPLOYMENT #4

Name of Company: _____

Company Address: _____

Company Telephone: _____

Name of Supervisor: _____

Employed (Month/Year) From: _____ To: _____

Weekly Pay: _____

Job Title and Description of Work: _____

Reason for Leaving: _____

MILITARY

Complete this section if you have served in the U.S. Armed Forces

Describe your duties and special training: _____

Branch of Service: _____

Period of Active Duty (Month/Year) From: _____ To: _____

Rank of Discharge: _____

Date of Final Discharge: _____

**AUTHORIZATION FORM
HUMAN RESOURCES**

I understand that Progress Industries (“Company”) may obtain a consumer or investigative consumer report in connection with my application for employment. This means that the Company may obtain information on the following:

- Credit history or credit standing
- Criminal history
- Driving record
- Education record
- Job history
- Job reference information
- Information about your character, reputation or personal characteristic

I understand that the Company may seek this information both at the time of application for a job, and, if I am hired, at any time during my employment. By signing below, I am acknowledging that I have read this authorization and will allow the Company to obtain these reports.

I further authorize the Company to share report information among affiliated companies as necessary in connection with hiring, promotion, job reassignment or retention of employment decisions.

I release the Company from any and all liability which may result from information the Company receives through a report, and also release from liability any person or entity that provides information to the Company for this report. I expressly authorize all persons or entities with information necessary to create the report to release such information to the Company without any limitation or restriction.

I understand that if I provide any false or misleading information to the Company during the hiring process, including information on the application for employment, I may not be hired. If the Company learns after I am hired that I provided false or misleading information during the hiring process or on the job application, I understand that I may face disciplinary action, including termination of my employment.

I understand that nothing in this application for employment or anything said during the interview process creates an employment contract between the Company and me.

I understand that Post-Offer/Pre-Employment Physical Exam with Drug Screen is required.

Required Signature: _____ Date: _____

Criminal convictions are not an absolute ban of employment and will be considered only with respect to the specific requirements of the job for which you are applying.

Have you ever been convicted of a crime in Iowa or any other state?

No Yes If yes, please provide in detail: _____

List the city and state of all of your previous residences:

-
-
-
-
-
-

Are you currently under investigation by any State licensing board or certifying body, for example the Board of Nursing, or have you ever had your professional license suspended or revoked? No Yes If yes, please provide in detail: _____

In accordance with the Federal Law, it is the policy of Progress Industries not to employ any individual who is excluded from participation in governmental health care programs.

Are you now, or have you ever been, excluded from participation in governmental health care programs? No Yes If yes, please provide in detail: _____

REFERENCES

List name and telephone number of three (3) individuals familiar with your work experience.

1.Name: _____ Relationship: _____ Phone: _____

2.Name: _____ Relationship: _____ Phone: _____

3.Name: _____ Relationship: _____ Phone: _____

WHAT DAYS AND TIME WOULD YOU BE WILLING TO WORK ON A REGULAR BASIS?

(Write in the earliest time you would be willing to start working and the latest time you would be willing to stay at work. If there are days of the week you absolutely cannot work, put an "X" through that day.)

<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
FROM _____	FROM _____	FROM _____	FROM _____	FROM _____	FROM _____	FROM _____
TO _____	TO _____	TO _____	TO _____	TO _____	TO _____	TO _____

Check here if you have no specific preference of work times.

**VOLUNTARY IDENTIFICATION INFORMATION
PRE-EMPLOYMENT**

Name _____ **Date** _____
(Last) (First) (Initial)

Progress Industries does not discriminate based on age, race, color, religion, sex, gender identity, pregnancy, national origin, citizenship status, disability, sexual orientation, marital status, domestic partner status, or veteran status.

Various agencies of the United States government require employers to collect information on applicants. Information in this section is requested for the purpose of compliance with these requirements.

This information will not affect the decision regarding your application for employment. Providing this information is voluntary, and is not a condition of employment.

Gender: _____ **Male** _____ **Female**

Ethnic Group (see listing below): _____

Hispanic/Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (not Hispanic/Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black/African American (not Hispanic/Latino): A person having origins in any of the black racial groups of Africa.

Native Hawaiian /Other Pacific Islander (not Hispanic/Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian(not Hispanic/Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

American Indian/Alaska Native (not Hispanic/Latino): A person having origins in any of the original peoples of North and South American (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (not Hispanic/Latino): All persons who identify with more than one of the above five races.

*** Proof of Citizenship**

If you are hired, you are able to provide proof of your employment eligibility in the United States within 3 days of your hire date? (Proof of U.S. Citizenship or Alien work authorization is required by the Immigration Reform and Control Act of 1986). Yes _____ No _____

Military Status: Please select one of the following (if applicable):

Vietnam _____ Era Veteran _____
(Veteran who served in the Active Military, Naval or Air Service in the Southwest Asia Theatre of Operations (8/2/90 to 1/2/92 Persian Gulf)

Referral: (Mark all that are applicable)

Walk In _____ Advertisement _____ Employment Agency _____

Employee Referral _____ State Job Service _____ School(specify) _____

Other(specify) _____



MISSION

Supporting people to achieve a fulfilling life in their community.

VISION

We envision people able to live by their choices with dignity and respect.

CORE VALUES

INTEGRITY

Morals, ethics, doing the right thing, truthful, respectful, open, honest communication.

TEAMWORK

Accountability responsibility, same values-alternate methods, P.I. before individual goals.

PASSIONATE ABOUT PEOPLE

Treat people fairly, with dignity, balance of life and work, positive, enjoyable work environment, manage from heart, diversity.

SERVICE EXCELLENCE

Exceed expectations.

SUCCESS DRIVEN

Opportunity, innovation, value added service, results driven, fiscal responsibility, open to change, commitment to execution.