



Date: _____

Name: _____

Position: _____

Spencer Municipal Utilities

Employment Application

Spencer Municipal Utilities Code of Ethics

Purpose and Intent

The items in this policy have always been expected from employees of SMU and are being written down to insure that all employees are aware of the expectations.

All applicants are required to read Spencer Municipal Utilities' Code of Ethics. Please review the code before continuing on to the application. Please return the form along with your application.

Competence

Spencer Municipal Utilities Employees have a responsibility to:

- Maintain an appropriate level of technical and professional competence by continual development of their knowledge and skills.
- Perform their duties in accordance with relevant policies, regulations, technical and professional standards.
- Provide information that is accurate, complete, objective, relevant, timely and understandable.
- Comply with applicable rules and regulations of federal, state, and local governments, and other appropriate private and public regulatory agencies.
- Share knowledge and maintain skills important and relevant to the needs of SMU.

Confidentiality

Spencer Municipal Utilities Employees have a responsibility to:

- Refrain from disclosing confidential information acquired in the course of their work except when authorized or legally obligated to do so.
- Inform staff as appropriate regarding the confidentiality of information acquired in the course of their work and monitor their activities to assure the maintenance of that confidentiality.
- Maintain and protect confidentiality of information acquired in the course of their work including personal information of co-workers.

Integrity

Spencer Municipal Utilities Employees have a responsibility to:

- Act with honesty and integrity, avoiding actual or apparent conflicts of interest and advise all appropriate parties of any potential conflict.
- Proactively promote ethical behavior as a responsible partner among peers, in the work environment and the community.
- Refuse any gift, favor, or hospitality that would influence or would appear to influence their actions.
- Act in good faith, responsibly, with due care, competence and diligence, without misrepresenting material facts or allowing one's independent judgment to be subordinated.
- Refrain from engaging in or supporting any activity that would discredit SMU.

Compliance

Spencer Municipal Utilities Employees have a responsibility to:

- Report known or suspected violations of this Code in accordance with SMU policies.
- Be accountable for adhering to this Code.



APPLICATION FOR EMPLOYMENT

Spencer Municipal Utilities
 712 North Grand Avenue
 P.O. Box 222
 Spencer, Iowa 51301

Spencer Municipal Utilities does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, or ancestry. No question on this form is intended to secure information to be used for such discrimination. Successful applicants will be required to produce verification of meeting minimum age requirements and may be required to have a criminal background check completed before beginning employment. While Spencer Municipal Utilities will give this application every consideration, in accepting it SMU makes no commitment of employment to the applicant. Employees hired by Spencer Municipal Utilities must first pass a pre-employment drug test. A commercial driver's license holder is also subject to post accident, random reasonable suspicion, return to duty, and follow-up testing as required by federal regulations. Because SMU is a public employer, we are required to inform you that we are subject to the 2008 Iowa Smokefree Air Act.

PERSONAL INFORMATION

Today's Date: _____

Name (Last, First, Middle Initial)		Social Security Number	
Address (Street, City, State, Zip Code)			
Home Phone Number	Work Phone Number	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type Of Employment Desired <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer
Position Desired:		Salary Desired:	
Do you have any friends or relatives working at Spencer Municipal Utilities? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give their name and relationship to you:			
Have you ever served in the United States Military ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which branch? Dates of Service: _____ Type of Discharge and Date: _____			
Are you currently in a reserve unit? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the termination date of your current obligation? _____			

EDUCATION/SKILLS

Please list all education beginning with most recent.

Name & Location of School	# of yrs. Complete	Graduated	Degree &/or Major
High School/GED		<input type="checkbox"/> Yes Year: _____ <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes Year: _____ <input type="checkbox"/> No	
Graduate School		<input type="checkbox"/> Yes Year: _____ <input type="checkbox"/> No	
Trade School/Other		<input type="checkbox"/> Yes Year: _____ <input type="checkbox"/> No	

OFFICE/COMPUTER SKILLS (check any that apply)

Word Processing Presentation Software Transcription Database
 Desktop Publishing CAD Ten key by touch Spreadsheet

SKILLS/CERTIFICATIONS: List technical or specialized skills/credentials relevant to this job, including driver's license (list type of license and name of state where issued), certifications, professional licenses and/or registrations held.

PHYSICAL RECORD

Do you have any physical limitations that may affect your ability to perform the job applied for? Yes No
 If yes, please describe these limitations and what job accommodations would be necessary in order to enable you to perform the job:

REFERENCES: Provide the names of three persons not related to you whom you have known at least one year.

Name	Address	Business	Years Acquainted

EMPLOYMENT HISTORY: List your three most recent jobs, *starting with the most current position held*. List self-employment, summer, and part-time jobs.

Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone: _____	<input type="checkbox"/> Resigned <input type="checkbox"/> Terminated REASON: _____
Duties: _____			
Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone: _____	<input type="checkbox"/> Resigned <input type="checkbox"/> Terminated REASON: _____
Duties: _____			
Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone: _____	<input type="checkbox"/> Resigned <input type="checkbox"/> Terminated REASON: _____
Duties: _____			

Authorization – I acknowledge that I have read the SMU Code of Ethics, and I certify that the facts contained in this application are true and complete to the best of my knowledge. I also understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I understand that if I am hired to work for SMU, I will be required to comply with the Immigration Reform and Control Act of 1986 by providing two forms of identification to prove U.S. Citizenship. I understand and agree that I must pass a pre-employment drug test. An employee required to have a commercial driver's license is also subject to post accident, random, reasonable suspicion, return to duty, and follow up drug and alcohol testing as required by federal regulations. I understand that if I would be considered for employment, I may need to complete a form for a criminal background. Check will be done by the Iowa Division of Criminal Investigation. I understand and agree that, if hired, my employment is for no definite period, and that the employment relationship is an "at will" relationship, and understand that my employment and compensation can be terminated with or without cause, and without notice, at any time, at the option of either SMU or myself. I further understand that no personnel recruiter or interviewer or other representative of the company other than the General Manager has the authority to enter into any agreement for employment for any specified period of time, and that any such agreement entered into would be in writing.

APPLICANT SIGNATURE: _____

DATE: _____