



**NOTE:** All qualified applicants will receive consideration without regard to race, color, national origin, religion, creed, sex, age, or disability.

Please fill out this application for employment completely (in ink). Your application will be considered for one year.

Date of this application: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Street Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

How did you learn about COC or this position? \_\_\_\_\_  
(Please list name of person who referred you if applicable.)

List any relatives currently working at COC and their relationship to you: \_\_\_\_\_  
\_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

In which communities are you willing to work?  
(Check all that apply)  
Pella \_\_\_\_\_ Knoxville \_\_\_\_\_ Oskaloosa \_\_\_\_\_  
Indianola \_\_\_\_\_ Des Moines \_\_\_\_\_

When are you available to begin work? \_\_\_\_\_

Are you seeking temporary production work in the COC plant? Yes \_\_\_\_\_ No \_\_\_\_\_

COC has a variety of shifts available, including day/evening/night/weekend hours, and a 24-hour shift model. Please list the hours you are **NOT** able to work:

Have you worked for COC before? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, when? \_\_\_\_\_ Position held? \_\_\_\_\_

Under what name did you work at COC? \_\_\_\_\_

Position(s) applying for: \_\_\_\_\_  
\_\_\_\_\_

Are you available to work weekends? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you possess a valid IA Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid IA Chauffeur's License? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, are you willing to get one? Yes \_\_\_\_\_ No \_\_\_\_\_

How many hours per week are you willing to work? Under 10 \_\_\_\_\_

Between 11 and 20 \_\_\_\_\_ Between 21 and 30 \_\_\_\_\_

Between 31 and 40 \_\_\_\_\_ Full Time status only \_\_\_\_\_

EDUCATION HISTORY	NAME AND LOCATION OF SCHOOL	MAJOR OR COURSE	NUMBER OF YEARS	DEGREE RECEIVED	GRADE AVERAGE
HIGH SCHOOL					
COLLEGE					
GRADUATE SCHOOL					
MEDICATION ADMIN. CERTIFICATION					
OTHER TRAINING					

MILITARY SERVICE	BRANCH	FROM	TO	RANK

DESCRIBE RELEVANT TRAINING RECEIVED	Are you in the Reserves or National Guard?	Which Branch?
	Yes _____ No _____	

(OVER)

EMPLOYMENT HISTORY: **START WITH MOST RECENT JOB.** May we contact your current employer? Yes\_\_\_\_ No\_\_\_\_

EMPLOYER	ADDRESS STREET, CITY, STATE	FROM MO./YR.	TO MO./YR.	Part or Full Time?	JOB TITLE/ DUTIES	RATE OF PAY	REASON FOR LEAVING
_____ (Company Name/Type of Business)	_____						
_____ (Supervisor's Name)	Phone #( )						
_____ (Company Name/Type of Business)	_____						
_____ (Supervisor's Name)	Phone #( )						
_____ (Company Name/Type of Business)	_____						
_____ (Supervisor's Name)	Phone #( )						
_____ (Company Name/Type of Business)	_____						
_____ (Supervisor's Name)	Phone #( )						

Please list any other skills or special interests:\_\_\_\_\_

**PROFESSIONAL REFERENCES** (Please list references from current or previous work experiences.)

NAME	ADDRESS	OCCUPATION
	_____ _____ Phone#( )	
	_____ _____ Phone#( )	

Have you ever been terminated from any position? YES\_\_\_\_ NO\_\_\_\_ If so, please explain.

Can you provide written documentation that you are eligible to work in the United States? YES\_\_\_\_ NO\_\_\_\_

Do you have a record of founded child or dependent adult abuse or have you ever been convicted of crime (other than minor traffic violations) in this state or any other state?  
YES\_\_\_\_ NO\_\_\_\_ (Possession of a conviction does not automatically preclude employment at COC.)

**If yes what:**

DATE	PLACE	VIOLATION	OUTCOME OF CASE

**PLEASE READ THE FOLLOWING BEFORE SIGNING THIS APPLICATION**

- ♦The information I have provided in this Employment Application is true, correct, and complete. I understand that if I am employed at COC, any misrepresentation or omission of fact on this application may result in termination of employment in accordance with COC policy.
- ♦I understand that my employment at COC is at will, and that either party is free to terminate the employment relationship at any time without cause and that no written or oral policy of COC is now or will be intended to constitute an express or implied contract.
- ♦In making this application for employment, I understand that a complete investigation may be conducted for the purpose of evaluating my qualifications for employment, which might include credit checks, criminal record checks, driving record checks, or contacts with my past employers or schools. I hereby voluntarily give COC the right and hereby authorize representatives of COC to make such investigations and release from all liability or responsibility all persons, companies, schools, or agencies who supply to COC information relevant to employment there.
- ♦I understand that prior to employing any individual in this facility, state law requires facilities licensed under 135 C of the Iowa code to conduct criminal record and dependent adult abuse record checks through the Department of Criminal Investigation. I hereby consent to the facility conducting the required record checks and agree to cooperate in any evaluation which may be required by the Department of Human Services.
- ♦I understand that a condition of employment is a TB test and a physical examination, that I must demonstrate eligibility to work in the United States, and that I may be required to provide proof of age in accordance with child labor law.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**Please return completed application to:** 1553 Broadway, P.O. Box 347, Pella, IA 50219, or to 110 B Avenue East, Oskaloosa, IA 52577,  
or to 1602 N. 14th Street, Indianola, IA 50125, or to 5713 Madison Ave. Unit #2, Des Moines, IA 50310