

877—8.2(96) Job application and related areas.

8.2(1) An individual may register as an applicant seeking permanent employment, part-time employment, or short-term employment at any workforce development center within the state of Iowa.

8.2(2) An applicant seeking information may utilize the job information unit in some workforce development centers, or may utilize job bank viewers with assistance from agency staff in all other workforce development centers. Applicants wanting referral services to job openings must register with the workforce development center.

8.2(3) To register for work, the applicant must complete a Form 60-0330, Application for Job Placement Assistance and/or Job Insurance. The applicant must complete the Form 60-0330 according to its instructions or as directed by a workforce development representative.

8.2(4) All applicants will be asked by agency staff to indicate if they have veteran status. Veteran status is designated by 20 CFR, Chapter 5, Part 653, Subpart C, Paragraph 653.201. Those applicants so designated will complete a Form 60-0330.

8.2(5) Registered applicants will receive a numerical DOT code from a workforce development representative indicating to which job(s) the individual is most interested in receiving a referral. This number(s) shall be placed in the designated part of Form 60-0330.

8.2(6) When several DOT codes are assigned to an applicant, multiple filing may be required. Agency staff will complete a Form 62-2022 for each applicant DOT code beyond the first code on behalf of the applicant.

8.2(7) An applicant seeking employment in the federal civil service must complete civil service standard application Form 171 which is then submitted to the proper federal civil service authority. This form is available, along with instructions, at any workforce development center.

8.2(8) An applicant seeking employment with agencies of the state of Iowa which require hiring from registers established by the Iowa department of personnel must complete Form 552-0072 R, Application. This form is available, along with instructions, at any workforce development center.

8.2(9) An applicant seeking summer employment or corn-detasseling work may register with workforce development centers or other designated agency offices using Form 60-0244, Detasseling and Summer Job Application. This form is a mail-in form which can be obtained from workforce development centers or other designated agencies, can be self-completed, and can be mailed to the required addressee by the applicant.

8.2(10) An applicant who has filed a claim for unemployment insurance shall register for work using the Form 60-0330, Application for Job Placement Assistance and/or Job Insurance.

8.2(11) An applicant who has filed an interstate claim for unemployment insurance shall register for work using Form 61-1000 (IB-1), obtained from workforce development centers, as part of the initial interstate claim assembly.

8.2(12) An ex-service member holding a general or other than honorable discharge from the armed forces may document good conduct by applying for an exemplary rehabilitation certificate. The form, ex-service member—exemplary rehabilitation certificate—how to apply, may be obtained from any workforce development center. The instructions are self-contained.

8.2(13) An ex-service member who presents an exemplary rehabilitation certificate to a workforce development center or a prospective employer shall be accorded the same priority as a veteran if all other veteran criteria are met. If the ex-service member does not meet the criteria for a veteran, the ex-service member shall be accorded special counseling and job development assistance through the regular counseling and placement services of the workforce development center.

8.2(14) An applicant having questionable physical capacity to perform a job without jeopardizing the applicant's health or safety, as well as that of other coworkers, may be required to have a Form 60-0141, Request for Medical Report, completed by a physician.

8.2(15) An applicant having questionable mental capacity to perform a job without jeopardizing the applicant's health or safety, as well as that of other coworkers, may be required to have a Form 60-0141, Request for Medical Report, completed by a physician. This form is to be presented to the workforce development interviewer who will consider the information before referral to a job opening.

8.2(16) An applicant wishing to release information contained in the physical status report must complete Form 60-0141, Request for Medical Report, and return it to the workforce development center for processing.

8.2(17) The reverse referral process will be explained to the applicant who will be advised that a contact will be made when and if the company lists a vacancy for which the applicant qualifies.

8.2(18) When the agreement calls for the department of workforce development to fill out company applications, the applicant may do so if the employer is required under affirmative action to maintain applications on all applicants applying for employment.

This rule is intended to implement Code of Federal Regulations, Part V, Chapter 20, Section 604.1, dtd. November 2, 1976, and Iowa Code sections 96.10 to 96.12.