

Village of Claycomo, Missouri APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer – Affirmative Action Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)	Application Date :	Position(s) Desired:	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s):	Home Phone	Mobile Phone	
Email		Social Security Number	
How did you hear about us?		Driver's License No/State of Issuance	

Please circle the correct response and complete all lines. Enter N/A where not applicable.		
1. If you are under 18 years of age, can you provide required proof of your eligibility to work?	Yes	No
2. Have you filed an application with us before?	Yes	No
If yes, give date		
3. Have you ever been employed with us before?	Yes	No
If yes, give date		
4. Are you currently employed?	Yes	No
Why are you seeking other employment?		
5. May we contact your present employer?	Yes	No
6. Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i>	Yes	No
7. On what date would you be available for work?		
8. Are you available to work full-time?	Yes	No
9. Are you currently on "lay off" status and subject to recall?	Yes	No
10. Can you travel for training?	Yes	No
11. Have you been convicted of a felony within the last 7 years? <i>Conviction will not necessarily disqualify an applicant from employment.</i>	Yes	No
If yes, please explain (<i>Please include dates and what was the conviction</i>):		

EDUCATION	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPL	DIPLOMA DEGREE
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, job-related skills and extra-curricular activities:

SPECIALIZED SKILLS (Please Check Skills/Equipment Operated):							
CLERICAL SKILLS			MAINTENANCE SKILLS				
<input type="checkbox"/>	Personal computer	<input type="checkbox"/>	purchasing	<input type="checkbox"/>	surveying	<input type="checkbox"/>	electrical repair
<input type="checkbox"/>	calculator/add machine	<input type="checkbox"/>	inventory	<input type="checkbox"/>	electrical repair	<input type="checkbox"/>	chain saw
<input type="checkbox"/>	typewriter	<input type="checkbox"/>	microsoft word	<input type="checkbox"/>	construction inspection	<input type="checkbox"/>	concrete work
<input type="checkbox"/>	fax	<input type="checkbox"/>	microsoft excel	<input type="checkbox"/>	carpentry	<input type="checkbox"/>	asphalt work
<input type="checkbox"/>	shorthand	<input type="checkbox"/>	microsoft publisher	<input type="checkbox"/>	construction	<input type="checkbox"/>	landscaping
<input type="checkbox"/>	filing	<input type="checkbox"/>	Quickbooks	<input type="checkbox"/>	maintenance	<input type="checkbox"/>	mowing equipment
<input type="checkbox"/>	switchboard	<input type="checkbox"/>	data processing	<input type="checkbox"/>	general labor	<input type="checkbox"/>	grader
<input type="checkbox"/>	copy machine	<input type="checkbox"/>	other:	<input type="checkbox"/>	vehicle mechanics	<input type="checkbox"/>	bulldozer
<input type="checkbox"/>	cashiering	<input type="checkbox"/>		<input type="checkbox"/>	plumbing	<input type="checkbox"/>	front end-loader
<input type="checkbox"/>	bookkeeping	<input type="checkbox"/>		<input type="checkbox"/>	welding	<input type="checkbox"/>	backhoe-loader
<input type="checkbox"/>	general accounting	<input type="checkbox"/>		<input type="checkbox"/>	hand tools	<input type="checkbox"/>	snow plow
<input type="checkbox"/>	payroll	<input type="checkbox"/>		<input type="checkbox"/>	construction inspection	<input type="checkbox"/>	other:
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

List any equipment you have operated or trade skills you possess:

State any additional information you feel may be helpful to us in considering your application:

Employment Experience:

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, nation origin, disabilities or other protected status.

Employer	Date Employed From To		Work Performed
Address			
Telephone	Hourly Rate/Salary Start Final		
Job Title			
Supervisor	May We Contact		
Employer	Date Employed From To		Work Performed
Address			
Telephone	Hourly Rate/Salary Start Final		
Job Title			
Supervisor	May We Contact		
Employer	Date Employed From To		Work Performed
Address			
Telephone	Hourly Rate/Salary Start Final		
Job Title			
Supervisor	May We Contact		
Employer	Date Employed From To		Work Performed
Address			
Telephone	Hourly Rate/Salary Start Final		
Job Title			
Supervisor	May We Contact		
Employer	Date Employed From To		Work Performed
Address			
Telephone	Hourly Rate/Salary Start Final		
Job Title			
Supervisor	May We Contact		

REFERENCES *(At least two professional references)*

Name	Phone	Years Known	Relationship

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized Board Member of the Village of Claycomo.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR DEPARTMENT HEAD USE ONLY

Date Application Received: _____ Interview Scheduled: Yes No

Date of Interview: _____ Interviewed by: _____

Remarks: _____

Employed Yes No Date of Employment _____

Job Title _____ Hr Rate/Salary _____ Dept _____

By _____

Name and Title

Date