|  |  |
| --- | --- |
| 120 N 7th Street  Rich Hill, MO 64779  (417) 395-2223 | **City of Rich Hill** |

**Employment Application**

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

|  |
| --- |
| **Applicant Information** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name |  |  |  | Date |
|  |  |  |  |  |
| Last Name | First Name | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address |  | |
|  |  | |
| Street Address | Apartment/Unit # | |
|  |  |  |
| City | State | Zip Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Home Phone |  | Email |  |
| Cell Phone |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available |  | Social Security # |  | Desired Salary $ |  |

|  |  |
| --- | --- |
| Position Applied for |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Are you a citizen of the United States | Yes  No | If no, are you authorized to work in the United States? | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever worked for the City of Rich Hill? | Yes  No | If yes when? |  |

|  |  |
| --- | --- |
| Have you ever been convicted of a felony? | Yes  No |

|  |  |
| --- | --- |
| If yes, explain |  |

|  |
| --- |
| **Education** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| High School |  | Address |  | |
|  |  |  | Street Address | |
|  | | |  |  |
| City | | | State | Zip Code |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From |  | Did you Graduate? | Yes | If no, do you have a GED? | Yes |
| To |  | No | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| College |  | Address |  | |
|  |  |  | Street address | |
|  | |  | |  |
| City |  | State | | Zip code |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From |  | Did you Graduate? | Yes | Degree |  |
| To |  | No |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Other |  | Address |  | |
|  |  |  | | Street Address |
|  |  |  | |  |
| City |  | State | | Zip Code |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From |  | Did you Graduate? | Yes | Degree |  |
| To |  | No |  |  |

|  |
| --- |
| **References** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Please list three professional references.* | | | | |
|  |  | |  |  |
| Full Name |  | | Relationship |  |
|  |  | |  |  |
| Company |  | | Phone |  |
|  |  | |  |  |
| Address |  |  |  |  |
|  | Street Address | City | State | Zip |
|  |  | |  |  |
| Full Name |  | | Relationship |  |
|  |  | |  |  |
| Company |  | | Phone |  |
|  |  | |  |  |
| Address |  |  |  |  |
|  | Street Address | City | State | Zip |
|  |  | |  |  |
| Full Name |  | | Relationship |  |
|  |  | |  |  |
| Company |  | | Phone |  |
|  |  | |  |  |
| Address |  |  |  |  |
|  | Street Address | City | State | Zip |

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| --- |
| **Previous Employment** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company | |  | | | | | | | | Supervisor | | |  | | | | |
|  | |  | | | | | | | |  | | |  | | | | |
| Address | |  | | | | |  | | | |  | |  | | Phone | |  |
|  | | Street Address | | | | | City | | | | State | | Zip |  | | |  |
| Job Title | |  | | | | Starting Salary | | | | $ | | | Ending Salary | | | $ | |
|  | |  | | | |  | | | |  | | |  | | |  | |
| Responsibilities | | |  | | | | | | |  | | |  | | | | |
|  | | |  | | | | | | |  | | |  | | | | |
| From |  | | | To |  | | | Reason for Leaving | | | |  | | | | | |
|  |  | | |  |  | | |  | | | |  | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | Yes  No | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company | |  | | | | | | | | Supervisor | | |  | | | | |
|  | |  | | | | | | | |  | | |  | | | | |
| Address | |  | | | | |  | | | |  | |  | | Phone | |  |
|  | | Street Address | | | | | City | | | | State | | Zip |  | | |  |
| Job Title | |  | | | | Starting Salary | | | | $ | | | Ending Salary | | | $ | |
|  | |  | | | |  | | | |  | | |  | | |  | |
| Responsibilities | | |  | | | | | | |  | | |  | | | | |
|  | | |  | | | | | | |  | | |  | | | | |
| From |  | | | To |  | | | Reason for Leaving | | | |  | | | | | |
|  |  | | |  |  | | |  | | | |  | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | Yes  No | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company | |  | | | | | | | | Supervisor | | |  | | | | |
|  | |  | | | | | | | |  | | |  | | | | |
| Address | |  | | | | |  | | | |  | |  | | Phone | |  |
|  | | Street Address | | | | | City | | | | State | | Zip |  | | |  |
| Job Title | |  | | | | Starting Salary | | | | $ | | | Ending Salary | | | $ | |
|  | |  | | | |  | | | |  | | |  | | |  | |
| Responsibilities | | |  | | | | | | |  | | |  | | | | |
|  | | |  | | | | | | |  | | |  | | | | |
| From |  | | | To |  | | | Reason for Leaving | | | |  | | | | | |
|  |  | | |  |  | | |  | | | |  | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | Yes  No | | | | | | | | |

|  |
| --- |
| Military Service |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Branch |  | | | | From |  | | To |  |
|  |  | | | |  |  | |  |  |
| Rank at Discharge | |  | | | Type of Discharge | |  | | |
|  | |  | |  |  | |  | |  |
| If other than honorable, explain | | |  | | | | | | |

|  |
| --- |
| **Disclaimer and Signature** |

|  |  |  |  |
| --- | --- | --- | --- |
| *I certify that my answers are true and complete to the best of my knowledge.* | | | |
|  |  |  |  |
| *If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.* | | | |
|  |  |  |  |
| Signature |  | Date |  |

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

|  |
| --- |
| FOR PERSONNEL DEPARTMENT USE ONLY |

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