|  |  |
| --- | --- |
| 120 N 7th StreetRich 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 |

|  |
| --- |
| **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

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

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