

APPLICATION FOR EMPLOYMENT

**City of Laurie
147 S. Main St., Ste B
Laurie, MO 65038**

NOTE TO APPLICANTS: Federal and State law requires that all applicants be considered without regard to race, religion, disability, sex, age or national origin. **WE BELIEVE IN AND FULLY SUPPORT THE PRINCIPAL OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION.**

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver’s license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Dependent upon the legal requirement of the position, employment may be subject to minimum legal age verification.

Position applied for: _____

Personal Information

Name: Last First Middle

Present Address

Permanent Address (if different than above)

Social Security Number Telephone Number

Hobbies and Interests: _____

Is there any information we would need about your name or use of another name for us to be able to check your work record?

Yes () No () If yes, please specify: _____

Do you have any relatives who are presently (or have formerly been) employed by the City of Laurie?

Yes () No () If yes, please list: _____

How did you hear of the opening with the City of Laurie? _____

Have you been convicted of a felony in the last 10 years? Yes () No () If yes, please explain: _____

Have you been convicted of a misdemeanor in the last 5 years? Yes () No () If yes, please explain: _____

Educational History Use a separate sheet if more room is needed

	School Name/Location	Years Completed	Degree	Diploma
Elementary/Junior High	_____			
High School	_____			
College	_____			
Technical Training	_____			
Other	_____			

Employment Record Please include all employment for the last five years, starting with the most current.

1.	_____	_____	_____	_____	_____
	Company Name		Position Held		
	Address	Dates Employed:	To	From	
	Manager/Supervisor	Telephone	Wage/Salary		
	Duties	Reason for Leaving			
2.	_____	_____	_____	_____	_____
	Company Name		Position Held		
	Address	Dates Employed:	To	From	
	Manager/Supervisor	Telephone	Wage/Salary		
	Duties	Reason for Leaving			

3.

Company Name		Position Held		
Address		Dates Employed:	To	From
Manager/Supervisor	Telephone		Wage/Salary	
Duties		Reason for Leaving		

NOTE: Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

Employer's Name	Reason
Employer's Name	Reason

References Please do not include relatives or former employers.

1.

Name	Years Known
Address	Telephone
Occupation	

2.

Name	Years Known
Address	Telephone
Occupation	

3.

Name	Years Known
Address	Telephone
Occupation	

Please list other pertinent information or experience (i.e. volunteer work, organizations, and/or clubs): _____

Work Availability

1. If your application receives favorable consideration, when will you be available to start work? _____

2. Many of the positions require working overtime with short notice in the evenings and on weekends. Overnight travel out of the area may also be required. Is there any reason why you cannot comply with these requirements?

_____ Yes _____ No If yes, please explain: _____

3. The position you are seeking is: _____ Full-Time _____ Part Time

If part-time, hours you can work: _____ Mon – Fri _____ Sat – Sun

Salary/Hourly Rate Requirements

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ _____ per _____

PLEASE READ THIS SECTION BEFORE SIGNING:

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. Further, I give my permission for the City of Laurie to contact all former employers (unless specifically excluded on Page 3) to obtain employment information and I authorize those employers to release such information to the City of Laurie.”

Applicant’s Name (Printed)

Applicant’s Signature

Date