



Employment Application

APPLICANT INFORMATION

Position Applying For: _____ Date Available: _____

Name: _____
Last (Print) First (Print) M.I

Home Phone: () _____ Cell: () _____ SSN: _____ - _____ - _____

Address: _____
Street City State Zip Code

Email Address: _____

Driver's License Number: _____ State: _____ Exp. Date: _____

1. Have you ever be convicted of a felony? **YES NO** If yes, when? _____
Explain nature of conviction(s): _____
2. Are you a citizen of the United States? **YES NO**
3. If under the age of 18, please list your age: _____
4. I am able to report to work _____ days after being notified I am hired for employment.

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, and on your accompanying resume. No more than 10 years of history is recommended.

1. Name of Employer: _____ Dates: _____
Start End

Address: _____
Street City State Zip Code

Supervisor Name: _____ Phone: () _____

Your Job Title: _____ Starting Salary: _____ Ending Salary: _____

Type of work performed: _____

Reason for Leaving: _____



City of
SAINT ROBERT
 Missouri

194 Eastlawn Avenue, Suite A
 Saint Robert, Missouri 65584
 573-451-2000 (Phone)
 573-336-5714 (Fax)
 www.saintrobert.com

SPECIALIZED SKILLS AND QUALIFICATIONS

1. Your qualifications and/or specialized skills that should be considered as important to this job vacancy:

2. Computer software applications, vehicles and/or equipment that you can operate for this job vacancy:

3. Licenses and/or certifications you possess that you feel should be considered for this job vacancy:

4. Additional skills that you feel are important to bring to the employers attention for this vacancy:

5. Typing Speed: _____ words per minute.

REFERENCES

List three professional references that are not friends, relatives or former supervisors.

Name	Daytime Phone	Relationship	Years Known

ACKNOWLEDGEMENT

I certify that the answers given by me in this application for employment are correct to the best of my knowledge and belief. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired.

I authorize the City of St. Robert to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information that they may have. Further, I release the above-mentioned references from any and all liability for any damages that may result from information collected by the City of St. Robert. Verification of eligibility to work in the United States must be satisfied for an offer of employment to be made.

I further acknowledge that by applying for employment with the City of St. Robert, I consent to a criminal background check of my person and that City officials will review the information received to make final determination on my employment. I further acknowledge that as a condition of employment I will be required to have a drug test, at the city's cost, and may be required to supply a copy of my birth certificate or other proof of authorization to work in the United States.

I understand that, if I am hired, the job description for which I am applying is an "at-will" position and does not constitute a written or implied contract of employment with the City of St. Robert.

 Signature of Applicant

 Date Acknowledged