



APPLICATION FOR EMPLOYMENT

City of Richmond, Missouri

(PLEASE PRINT)

Position Applied For		Date of Application	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Numbers		Social Security Number - -	

Are you 18 years of age or older? Yes No

If hired, can you provide written evidence that you are authorized to work in the United States?

Yes No

Do you have a valid driver's license?

Yes No

Have you ever been employed with us before?

Yes No

If yes, give date. _____

Do any of your friends or relatives work here?

Yes No

If yes, give employee name and relationship. _____

If offered a position the date you are available for work. _____

Are you available to work: Full time Part time Temporary

What is your desired salary range? _____

Have you ever been convicted of a felony or misdemeanor? Yes No

(Conviction will not necessarily disqualify applicant from employment)

If yes, explain. _____

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

EDUCATION

	Name and Location	Course of Study	Diploma/ Degree
High School			
Undergraduate/ College			
Graduate/ Professional			
Technical/ Other			

U.S. MILITARY SERVICE

Yes _____ No _____

If yes,

Branch of Service	Number of years served
Rank Achieved	Occupational Specialty
Special Training:	

REFERENCES

Please give the names and addresses of three references. DO NOT include relatives.

Name	Contact Number	Business or Personal	Years Known
1.			
2.			
3.			

APPLICANT'S STATEMENT

I understand that the City of Richmond follows an "employment at will" policy, in that I or the City of Richmond may terminate my employment at any time, or for any reason consistent with applicable state or federal law: this "employment at will policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief elected official of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of 60 days; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the City of Richmond will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Signature of Applicant _____ Date _____

Name _____

EMPLOYMENT HISTORY

Please list all previous employment for the past 10 years with your present or most recent employer first.

Employer	From	To
Address	Telephone	
Job Title	Supervisor	
Briefly describe your job duties:		
Reason for leaving	Last Salary \$	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Employer	From	To
Address	Telephone	
Job Title	Supervisor	
Briefly describe your job duties:		
Reason for leaving	Last Salary \$	

Employer	From	To
Address	Telephone	
Job Title	Supervisor	
Briefly describe your job duties:		
Reason for leaving	Last Salary \$	

Employer	From	To
Address	Telephone	
Job Title	Supervisor	
Briefly describe your job duties:		
Reason for leaving	Last Salary \$	

Employer	From	To
Address	Telephone	
Job Title	Supervisor	
Briefly describe your job duties:		
Reason for leaving	Last Salary \$	

Employer	From	To
Address	Telephone	
Job Title	Supervisor	
Briefly describe your job duties:		
Reason for leaving	Last Salary \$	

Please explain any time lapses between employers during the past 10 years.

Use additional sheets as necessary.