

CITY OF
Versailles
 104 N. Fisher St. • Versailles, MO 65084
 Phone: (573) 378-4634 Fax: (573) 378-4059

APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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

POSITION APPLYING FOR: _____ **TODAY'S DATE** ____/____/____

EMPLOYMENT DESIRED: FULL TIME PART TIME

APPLICANT INFORMATION:

Last Name		First:		M.I.
Street Address:			Apartment/Unit #	
City:		State:	Zip:	
Phone: ()		E-Mail Address:		
Date Available:		Salary Desired \$		
Are you authorized to work in the U.S. ___Yes ___No			Can you provide proof of citizenship? ___Yes ___No	
Have you ever worked for the City: ___Yes ___No			Department:	Year (s):
Are you related to any City employee (s)? ___Yes ___No			Name of Relative:	

EDUCATION:

High School Name:		Address:		
Did you graduate: ___Yes ___No		Degree:		
College Name:		Address:		
Did you graduate: ___Yes ___No		Degree:		
Other:		Address:		
Did you graduate: ___Yes ___No		Degree:		

REFERENCES: Please list three references:

Full Name:		Relationship:		
Company:		Phone: ()		
Address:	City:	State:	Zip:	

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Company:		Phone: ()		
Address:	City:	State:	Zip:	

Full Name:		Relationship:		
Company:		Phone: ()		
Address:	City:	State:	Zip:	

PREVIOUS EMPLOYMENT: Please list three most recent positions, beginning with most recent.

Company Name:		Phone: ()
Address:		City, State, Zip:
Job Title:	Starting Salary: \$	Ending Salary: \$
Responsibilities:		
From: / / to / /	May we contact your previous supervisor for a reference: ___Yes ___No	
Reason for Leaving?		

Company Name:		Phone: ()
Address:		City, State, Zip:
Job Title:	Starting Salary: \$	Ending Salary: \$
Responsibilities:		
From: / / to / /	May we contact your previous supervisor for a reference: ___Yes ___No	
Reason for Leaving?		

Company Name:		Phone: ()
Address:		City, State, Zip:
Job Title:	Starting Salary: \$	Ending Salary: \$
Responsibilities:		
From: / / to / /	May we contact your previous supervisor for a reference: ___Yes ___No	
Reason for Leaving?		

SKILL INFORMATION: (CHECK ALL THAT APPLY)

MOTOR VEHICLES:	EQUIPMENT:	OTHER:
Class B CDL MO Drivers Lic	Front End Loader	Blue Print Reading: Yes No
Standard Trans. Vehicle	Backhoe	Production/Mobile Machinery
1 ½ Ton Flatbed Truck	Skid Steer (Bob Cat)	Hand Tools
Dump Truck	Zero Turn Mower	Cleaning Tools (Vacuums etc.)
Other:	Concrete Saws	MSDS knowledge
CLERICAL/OFFICE SKILLS	Surveyor's Transit	Other:
Typing (____ words /min.)	Stump Grinders	Outlook
Microsoft Word	Chain Saws	Operate two way radios
Microsoft Excel/Spreadsheet	Building & Setting Concrete Forms	

Summarize other qualifications; job related skills, specialized training, and or certificates received:

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that my misrepresentation or omission of information made by me in this application or any other documentation submitted for consideration of my employment will be sufficient cause for immediate discharge regardless of length of employment. I further understand that failure to complete this application in its entirety may be cause for my application to be disqualified from consideration. Applicants may request any needed accommodation to participate in the application process.

In consideration of my employment, I agree to conform to the policies and procedures of the City of Versailles, Missouri. Any employment and compensation can be terminated or changed with or without cause, and with notice at any time, at the option of the City of Versailles.

I hereby authorize the City of Versailles, Missouri to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from liability or responsibility all persons, companies or corporations supplying such confidential information. I further agree that the City of Versailles may furnish like information to those with whom I may hereafter seek employment and agree to save the City of Versailles free and harmless from and all liability thereof.

Signature:	Date:
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