



City of Versailles

EMPLOYMENT APPLICATION

Application information

Name _____ Date: _____
Last First M.I.

Address: _____ Phone: _____
Street address Apt/Unit #

_____ Email _____
City State Zip Code

Date Available: _____ Driver License# _____ Desired salary: \$ _____

Position applied for: _____

Are you a citizen of the United States? Yes No

If no, are you authorized to work in the U.S.? Yes No

Have you ever worked for City of Versailles? Yes No If yes, when? _____

Have you ever been convicted of a felony? Yes No If yes, explain? _____

Education

High school: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

References

Please list three professional references.

Full name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job title: _____ From: _____ To: _____

Responsibilities: _____

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: _____

Skill Information: Check All That Apply

Motor Vehicles	Equipment	Other
Class B CDL Mo Drivers Lic	Front End Loader	Blue Print Reading ___Y___N
Standard Transmission	Backhoe	Production / Mobile Machinery
1 ½ Ton Flatbed Truck	Skid Steer (Bob Cat)	Hand Tools
Dump Truck	Zero Turn Mower	Cleaning Tools (Vacuum, etc.)
Other	Concrete Saws	MSDS Knowledge
Clerical/Office Skills	Surveyors Transit	Other
Typing (____) words per min.	Stump Grinder	Outlook
Microsoft Word	Chain Saw	Operated Two Way Radios
Microsoft Excel / Spreadsheets	Building & Setting Concrete Forms	

Summarize other qualifications; job related skills, specialized training, and/or certifications:

Background Check Authorization

I authorize City of Versailles Police Department to furnish any information regarding my criminal history. This includes pending charges and convictions for a misdemeanor or a felony and status of my drivers license.

I do hereby release and forever discharge the City and its officers, agents and employees from any and all liability arising out of or in any manner relating to the performance of the above referenced checks and the disclosure of any information made with regard thereto.

Printed Name: _____

Signature: _____ Date: _____

Disclaimer & 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 accommodations 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: _____