



Application for Employment
(Please Print)

The City of Neosho is an Equal Opportunity Employer – All qualified candidates will receive consideration without regard to race, color, religion, sex, sexual origin, national origin, protected veteran status, ancestry, political belief, marital status, physical or mental disability, or any other characteristic protected by law. Standard essential job functions are necessary with or without reasonable accommodation. Incomplete information could disqualify you from further consideration. Please complete ALL fields.

Date of Application: _____

I. PERSONAL INFORMATION:

Name: Last First Middle

Present Address (include both temporary and permanent address if more than one)

Email address

Home Telephone Cellular Phone Message/Alternate Telephone

This employer participates in the *E-Verify* program under the Department of Homeland Security and USCIS. Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity per the Federal I-9 Guidelines within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Position Applied For: _____

1. 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? Please specify:

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

3. How did you hear about us? ___ Walk-in ___ Advertisement ___ Facebook ___ Referral ___ Other (please specify)

4. Are you at least 18 years of age? _____
Seasonal Employees: Are you at least 16 years of age? _____

5. Have you been terminated from employment or asked to resign by any employer? ___ Yes ___ No

If yes, please provide company names and details: _____

(Use separate sheet of paper if necessary)

II. EDUCATIONAL HISTORY (*If using for Employment Purposes, a sealed transcript must be mailed from your school directly to us for consideration).

School Name / Location / Degree / Diploma

Elem/Jr. High: _____

High School: _____

College: _____

Tech. Training: _____

Other: _____

III. MILITARY RECORD (Please include a copy of your Long Form DD-214)

Branch of Service	Dates of Service
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Type of Discharge: _____

IV. EMPLOYMENT RECORD (Please include all employment history starting with the most current for the last TEN years with no gaps in service. Please explain any gaps such as unemployment, etc. Incomplete information could disqualify you from further consideration.)

From	To	Employer Name	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
Job Title		Address	Immediate Supervisor And Job Title
\$ _____	Wage		

Summarize the nature of work performed and job responsibilities:

Reason for leaving: _____

From	To	Employer Name	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
Job Title		Address	Immediate Supervisor And Job Title
\$_____ Wage			

Summarize the nature of work performed and job responsibilities:

Reason for leaving: _____

From	To	Employer Name	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
Job Title		Address	Immediate Supervisor And Job Title
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Summarize the nature of work performed and job responsibilities:

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_____	_____	_____	_____
Job Title		Address	Immediate Supervisor And Job Title
\$_____	Wage		

Summarize the nature of work performed and job responsibilities:

Reason for leaving: _____

V. WORK AVAILABILITY:

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

- 2. Do you have any objection to working overtime? () Yes () No
- 3. Can you work overtime without prior notice? () Yes () No
- 4. Can you work on Saturday? () Yes () No
- 5. Can you work on Sunday? () Yes () No
- 6. Can you travel if required by this position? () Yes () No

VI. Salary / Hourly Rate Requirements

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

\$_____ per _____

VII. AGREEMENT:

It is our policy to check professional or personal references as part of our hiring process. This may include contacting your character reference, former employers, as well as other business associates. We will ask a series of questions about your work experience, character, education, financial responsibility and/or personality.

PLEASE READ CAREFULLY BEFORE SIGNING:

The City of Neosho, MO is an Equal Opportunity Employer. The City of Neosho, MO does not discriminate in employment on account of race, color, religion, sex, sexual origin, national origin, protected veteran status, ancestry, political belief, marital status, physical or mental disability, or any other characteristic protected by law.

I understand that neither the completion of this application nor any part of my consideration for employment establishes any obligation for the City of Neosho, MO to hire me. If I am hired, I understand that either the City of Neosho or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the City of Neosho has the authority to make assurance to the contrary. ***I also understand that I can be terminated at any time during my employment if the City of Neosho, MO finds information in my application that is false or misleading.***

Signature

DATE