

CITY OF JOPLIN, MO

APPLICATION FOR EMPLOYMENT



The City of Joplin is an **EQUAL OPPORTUNITY EMPLOYER** and does not discriminate based on race, color, religion, creed, marital status, national origin, sex, age, disability, genetic information, disability, sexual orientation or any other protected status.

GENERAL INFORMATION

Position applying for: _____		Date _____
Last Name _____	First Name _____	Middle Name _____
Email address _____		Phone _____
Street Address _____	City _____	State _____ Zip Code _____
Are you 18 years of age or older? Yes ___ No ___ (if you are hired you may be required to submit proof of age)		
Have you ever been employed by the City of Joplin? Yes ___ No ___ If yes, when?		
If employed, do you expect to be engaged in any additional business? Yes ___ No ___ If yes, please give details:		
Do you have a valid driver's license? Yes ___ No ___		
Driver's License Number: _____	Class of License: _____	State License in: _____
List all professional, trade, business or civic activities and offices held, (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.):		
Are You related to any employee of the City of Joplin? Y / N If Yes: Who?		

EDUCATION AND TRAINING

Name /Address of School	Years completed	Diploma or Degree	Course of Study
High School /GED: _____	_____	_____	_____
College/University: _____	_____	_____	_____
Vocational/Trade School: _____	_____	_____	_____
Other Education: _____	_____	_____	_____
What skills or training do you have that prepares you for the job for which you are applying?			
List all licenses you hold, including state issued, date issued and expiration date:			
<u>Type of Lic.</u>	<u>State issued</u>	<u>Exp. Date</u>	
List all certifications you hold:			
<u>Type of Cert.</u>	<u>Issued by</u>	<u>Exp. Date</u>	
What machines or equipment can you operate that relates to the job for which you are applying?			

WORK HISTORY

List names of employers in consecutive order with present or most current employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed give company name and supply business references. If additional space is needed, please attach a separate sheet. NOTE: A JOB OFFER MAY BE CONTINGENT UPON ACCEPTABLE REFERENCES FROM CURRENT AND FORMER EMPLOYERS.

Name of Employer _____ Job Title _____
Job Duties _____
Address _____ Date worked (MO/YR) From ____ To ____
City, State, Zip Code _____ Pay: Start \$ _____ Final _____
Supervisor: _____ Phone Number: ____ _____
Reason for Leaving _____

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Reason for Leaving _____

REFERENCES

Give three References, not relatives or former employers. List Name, address and phone number.

1. _____

2. _____

3. _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and I authorize the City of Joplin to verify their accuracy and to obtain reference information on my work performance, dates of employment and pay rate. I hereby release the City of Joplin from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, a falsified statement of any kind or omission of facts called for on this applicant shall be considered sufficient basis for disciplinary action and possible termination of my employment.

I understand that if I become an employee of the City of Joplin, I must fully adhere to the policies, rules and regulations of the City of Joplin. I understand that any employment offer is conditional on completion of my employment application, interview and employment process. I understand that any employment offer may be withdrawn by the City at any time before my start date, for any reason and in the sole discretion of the City.

SIGNATURE _____

DATE _____