



# Employment Application

P.O. Box 438 • 415 N. Market • Maryville, MO 64468

HR Phone: 660-562-8002 • Fax: 660-562-8022 • [www.maryville.org](http://www.maryville.org)

## Position Preferences

Position Applied For	Today's Date	Date You Could Start Work
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Salary Desired <input type="checkbox"/> hr <input type="checkbox"/> yr	Can you work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Schedule Desired <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer/Intern	# of hours per week
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If applying for a seasonal position, please list your availability

## Personal Data

Full Name	Social Security Number	Email Address
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Address	Phone Number
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Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Driver's License #	State of Issuance	Class of License	Have you ever been employed with us before? If so, when? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you legally eligible to work in the U.S.A.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	If applying for concessions, are you 21 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you related to any City employees? If so, who? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you ever been convicted of a crime?  Yes  No  
If yes, please explain:

## Education

Description: <input type="checkbox"/> High School <input type="checkbox"/> Vocational School <input type="checkbox"/> College <input type="checkbox"/> Other	Institution Name (1)	City & State
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how long attended?	GPA Degree & Major

Description: <input type="checkbox"/> High School <input type="checkbox"/> Vocational School <input type="checkbox"/> College <input type="checkbox"/> Other	Institution Name (2)	City & State
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how long attended?	GPA Degree & Major

Description: <input type="checkbox"/> High School <input type="checkbox"/> Vocational School <input type="checkbox"/> College <input type="checkbox"/> Other	Institution Name (3)	City & State
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how long attended?	GPA Degree & Major

## Certifications & Organizations

List any certificates earned or in progress, and/or any additional training programs not included in your formal education.

List any Professional Affiliations to which you belong (please do not list activities which would indicate age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, or disability).

## Skills

Please rate your level of expertise with operating heavy equipment. <input type="checkbox"/> No experience <input type="checkbox"/> Beginner <input type="checkbox"/> Average <input type="checkbox"/> Expert	List any special skills or experience you have with specific equipment (for example: dump trucks, backhoes, short wave radios, police weapons, computer software programs, irrigation systems, etc.)
Please rate your level of expertise with concrete construction. <input type="checkbox"/> No experience <input type="checkbox"/> Beginner <input type="checkbox"/> Average <input type="checkbox"/> Expert	
Please rate your level of expertise with computers. <input type="checkbox"/> No experience <input type="checkbox"/> Beginner <input type="checkbox"/> Average <input type="checkbox"/> Expert	
How many words per minute can you type? <input type="checkbox"/> Never have been tested	

## Previous Employment - List your current or most recent employment first. Include work related internships, military, and volunteer work.

Employer Name		Employer Address	
Employer Phone Number	Supervisor's Name & Title		May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your Position Title		Dates of Employment Start: _____ End: _____	
Main Duties		Reason for Leaving	
		Salary <input type="checkbox"/> hr <input type="checkbox"/> yr	

Employer Name		Employer Address	
Employer Phone Number	Supervisor's Name & Title		May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your Position Title		Dates of Employment Start: _____ End: _____	
Main Duties		Reason for Leaving	
		Salary <input type="checkbox"/> hr <input type="checkbox"/> yr	

Employer Name		Employer Address	
Employer Phone Number	Supervisor's Name & Title		May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your Position Title		Dates of Employment Start: _____ End: _____	
Main Duties		Reason for Leaving	
		Salary <input type="checkbox"/> hr <input type="checkbox"/> yr	

Employer Name		Employer Address	
Employer Phone Number	Supervisor's Name & Title		May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your Position Title		Dates of Employment Start: _____ End: _____	
Main Duties		Reason for Leaving	
		Salary <input type="checkbox"/> hr <input type="checkbox"/> yr	

## Professional References

Name & Title		Years Known
Business Name		Phone Number
Name & Title		Years Known
Business Name		Phone Number
Name & Title		Years Known
Business Name		Phone Number

## Referral Source

How were you referred to The City of Maryville? Please check the most appropriate response.

College or University     
  Recruiter or Agency     
  Employee \_\_\_\_\_  
 Advertisement     
  No Referral: Walk-in     
  Other \_\_\_\_\_

## Releases & Applicant's Signature

### Equal Opportunity Employer

The City of Maryville is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability.

### Americans with Disabilities Act

The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission and the Americans with Disabilities Act (ADA). Should an accommodation be necessary during the hiring process, please contact Human Resources as noted on the front of this application.

### Reference Checks

In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquiries may be made on me including previous employers, schools, consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, compensation, and experience along with reasons for termination of employment from previous employers. Furthermore, I understand that the company may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information from The City of Maryville and /or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

### At-Will Employment

All hiring and employment at The City of Maryville is At-Will. I understand this application is not an employment contract, nor can it be used to create one. Employment by The City of Maryville has no specific term and may be terminated by the employee or The City of Maryville with or without notice. I acknowledge that The City of Maryville has not made any promises or representations that differ from those contained in this paragraph. I understand that the probationary period for The City of Maryville is six months (180 days from hire date) and during that probationary period I can be terminated with or without cause and I do not have access to due process.

### Pre-Employment Testing

All job offers are contingent upon applicant's successful completion of a pre-employment drug screen and physical capacity profile examination.

### Employment Eligibility

Eligibility for employment is verified through E-Verify as required by State law. Federal law prohibits the employment of unauthorized aliens. I understand that if I am offered a position, I must submit satisfactory documents to establish my identity and right to work in the United States within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate termination of my employment.

### Applicant Verification

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to The City of Maryville. I agree to release and hold harmless The City of Maryville from all liability with respect to the receipt of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with The City of Maryville may be terminated.

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Applicant's Signature

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Date