

# City of Dardenne Prairie

## Application For Employment

The City of Dardenne Prairie is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, citizenship, veteran status, sexual orientation or preference or physical or mental disability.

Please Print When Completing This Form

Position applied for \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Home Phone \_\_\_\_\_ Business or Cell Phone \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? Yes No  
Have you ever interviewed with this city before? If yes, give dates and job titles. Yes No  
Have you ever been employed by this city before? If yes, give dates and job titles. Yes No  
Do you have relatives employed by this city? If yes, give job titles. Yes No  
Are you legally eligible for employment in this country? Yes No  
Are you employed now? Yes No  
Date available for work \_\_\_\_ / \_\_\_\_ / \_\_\_\_ What is your desired salary? \_\_\_\_\_  
Are you able to meet the attendance requirements of the position? Yes No  
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No  
If yes, please provide dates and details \_\_\_\_\_

### Educational Background-Circle Highest Grade Completed

High School	9	10	11	12	Did you graduate?	Yes	No		
College, Trade or Business	1	2	3	4	5	6	Did you graduate?	Yes	No
Majors _____	Degrees _____								

Name and Address of High School, College, Trade or Business School

List any special knowledge, skills, or qualifications

U.S. Military Service

Rank \_\_\_\_\_ Are you presently a member in the National Guard or Reserves? Yes No

### Employment History

List all employment for the past 10 years starting with the most recent position

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From	To	Employer	Phone number
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Immediate supervisor and title	Nature of work performed/Job responsibilities		
May we contact for reference?	Yes	No	Later
Hourly rate/Salary	Start _____	Final _____	
Reason for leaving _____			

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May we contact for reference?	Yes	No	Later
Hourly rate/Salary	Start _____	Final _____	
Reason for leaving _____			

If additional space is needed please copy this form or attach a separate sheet of paper.

**DO NOT SIGN UNTIL YOU HAVE READ THE APPLICANT STATEMENT BELOW**

I certify that all information provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, or immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking gathering and using such information in the employment process and all other persons, corporations or organization for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by application of local, state or federal law.

I understand this application remains current for 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Mayor or City Administrator.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**I CERTIFY THAT I HAVE READ, FULLY UNDERSTAND AND ACCEPT ALL TERMS OF THE FOREGOING APPLICANT STATEMENT.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_