

APPLICATION FOR EMPLOYMENT

CITY OF MARYLAND HEIGHTS

The City considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, the presence of a disability, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For: _____

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Street Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Telephone Number(s): _____ **Home:** _____ **Daytime:** _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? YES NO

Do you have any relatives working for the City or serving in an elected or appointed position for the City? YES NO

If "YES" to whom are you related and how are you related? _____

How did you learn about this job listing? _____

If you were referred by a Maryland Heights' employee, please put their name. _____

Are you currently employed? YES NO

May we contact your present employer? YES NO

Are you currently on "lay-off" status and subject to recall? YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? YES NO

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full-Time Part-Time Temporary

Have you been convicted of a felony within the past seven years? YES NO

A conviction will not necessarily disqualify an applicant from employment but will be reviewed for job relatedness.

If "Yes", please explain: _____

EDUCATION

	High School	Undergraduate College/University	Graduate/Professional
School Name and Location			
Circle highest grade completed	9 10 11 12	1 2 3 4	
Diploma/Degree			
Describe Course of Study			
Describe any specialized training, apprenticeship, skills or extra-curricular activities			
State any additional information you feel may be helpful to us in considering your application			

List professional, trade, business or civic activities and offices held.

You may exclude memberships which indicate sex, race, religion, national origin, age, disability or other protected status.

Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation? YES NO

If the position(s) you are applying for involves the driving of a motor vehicle, you will be required to have a valid Missouri driver's license of the appropriate class.

Do you have the appropriate valid driver's license? YES NO

Have you had any moving violations? YES NO

If "Yes", please explain: _____

EMPLOYMENT EXPERIENCE

Start with your present or last job.

You may exclude organizations which indicate sex, race, religion, national origin, or other protected status.

Employer _____ Address _____ Telephone Number(s) _____ Job Title _____ Supervisor _____ Reason for Leaving _____	<u>DATES EMPLOYED</u> <u>From</u> <u>To</u> <hr/> <u>HOURLY RATE/SALARY</u> <u>Starting</u> <u>Final</u>	<u>WORK PERFORMED</u>
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If you need additional space, please continue on a separate sheet of paper. You may supplement this application with a resumé.

Special Skills and Qualifications:

Summarize special job-related skills and qualifications acquired from employment, military training, or other experience: _____

REFERENCES

Please provide three (3) references, at least one professional in nature, who are not relatives and who have known you well during the past five years.

Reference 1

First Name:

Last Name:

Street Address:

City:

State:

Zip Code:

Phone Number:

Email:

Years Known:

Occupation:

Reference 2

First Name:

Last Name:

Street Address:

City:

State:

Zip Code:

Phone Number:

Email:

Years Known:

Occupation:

Reference 3

First Name:

Last Name:

Street Address:

City:

State:

Zip Code:

Phone Number:

Email:

Years Known:

Occupation:

APPLICANT'S STATEMENT

I understand that the city may conduct background checks into my past employment, education, criminal convictions (when job related) and any other job related inquiry necessary to arrive at an employment decision.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment, my resume and cover letter or interviews as may be necessary to arrive at an employment decision and I release the City of Maryland Heights and its representatives or agents from any and all liability arising from such investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requesting information.

I understand that false or misleading information given in my application or interview(s) may result in a refusal to hire. In the event of employment, discovery of false or misleading information may result in discharge.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Maryland Heights is of an "at will" nature, which means that I may resign at any time, and the city may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically authorized by the City Council. I further understand that if offered employment, the offer will be contingent upon my ability to work in the United States as determined by the requirements of US Immigration and Customs Enforcement (ICE) and passing a drug test and/or medical examination. If hired, I understand that I will be required to abide by all rules and regulations of the city.

Signature of Applicant

Date

Applications may be mailed to:

Human Resources Manager
Maryland Heights Government Center
11911 Dorsett Road
Maryland Heights, MO 63043

EOE: Minority/Female/Disabled/Vet

Revised: 12/13/96; 11/29/05; 2/06/06; 1/22/09; 5/15/14; 02/02/17