

# Application for Employment

## City of Park Hills

9 Bennett Street  
 Park Hills, MO 63601  
 (573) 431-3577

(PLEASE PRINT)		Social Security Number
Last Name	First Name	Middle Initial
Address		Phone Number
City	State	Zip

Position (s) for which you are applying:	
Type of employment desired:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
Have you ever worked for us before? If yes, when?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do any of your relatives work for us? If yes, please state name & relationship.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you over age 18?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a valid drivers license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a veteran?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed? May we contact your current employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible for employment in this country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime? (A conviction will not necessarily disqualify an applicant from employment.) If yes, please provide dates and details of conviction.	<input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION				
	Name & Address of School	Course of Study	No. of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate or Professional				
Other (specify)				

**WORK EXPERIENCE:** Please list your work experience for the past five years beginning with your most recent job held. Attach additional sheets if necessary.

Employer	Date Employed		Work Performed
Address	from	to	
City, State, Zip	Hourly Rate/Salary		
Telephone	starting	final	
Job Title(s)	Supervisor		
Reason for leaving	May we contact them?		

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Reason for leaving	May we contact them?		

**OTHER EXPERIENCE:** Please list any specialized training, apprenticeship, extracurricular activities, or experience which may be relevant or helpful to this application.


**REFERENCES:** Please provide information of at least three persons, other than relatives, who have a personal knowledge of your character and qualifications.

Name	Address or Phone	Occupation

I understand that, if hired, my employment would be "at-will" and could be terminated at any time by either party, with or without cause and with or without notice.

I understand that the City of Park Hills has a drug and alcohol policy that provides for pre-employment testing as well as random testing (for certain job classifications) after employment. I understand that consent to and compliance with the policy is a condition of my employment.

If employed by the City of Park Hills, I agree to abide by its rules and regulations. I understand that the City of Park Hills may change or revise its benefits, policies, and procedures, and that such changes may include a reduction in benefits.

I certify that the statements I have made are true and correct to the best of my knowledge. I understand that the submission of any false information or the omission of any requested information in connection with my application for employment, whether on this document or not, may be cause for failure to hire or for immediate discharge should I be employed by the City of Park Hills.

I authorize the City of Park Hills to investigate all statements contained in this application, including the contact of schools, previous employers (unless otherwise indicated), references, and others, and hereby release the City of Park Hills from any liability as a result of such contact.

I hereby warrant that I have read and fully understand the foregoing and seek employment under these conditions of my own free will and in accordance with my own free judgement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This application for employment shall be considered active for 45 days. Any applicant wishing to be considered for employment beyond this period must reapply for further consideration.

**The City of Park Hills is an Equal Opportunity,  
Affirmative Action Municipal Corporation**

