

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, or a way to get to and from work? Yes___ No___		
Class of License:	CDL: Y N	State License in:
List Endorsements:		
List all professional, trade, business or civic activities and offices held:		
How did you hear about this job opening? Facebook: <input type="checkbox"/> Twitter: <input type="checkbox"/> City Website: <input type="checkbox"/> Radio / TV: <input type="checkbox"/>		
Other : _____		

EDUCATION AND TRAINING

<u>Name /Address of School</u>	<u>Years completed</u>	<u>Diploma or Degree</u>	<u>Course of Study</u>
High School /GED:			
College/University:			
Vocational/Trade:			
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 License.</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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City, State, Zip Code _____	Pay: Start \$ _____ Final \$ _____
Supervisor _____	Phone Number _____
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 application 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 _____

Name of Applicant

APPLICANT INFORMATION FORM

The CITY OF JOPLIN is an Equal Opportunity/ Affirmative Action Employer. We request that you voluntarily provide the following information which will be used to study recruitment and employment patterns and to provide, as requested, statistical data to certain federal compliance agencies. This information WILL NOT be used in the employment process; and failure to provide the information WILL NOT jeopardize your opportunity for employment with the CITY OF JOPLIN.

NAME TODAY'S DATE

Title of job for which you have applied:

SEX and RACE/ ETHNIC IDENTIFICATION

SEX: Male Female (Please Check one)

RACE/ ETHNIC: For the purpose of Equal Opportunity, race/ethnic categories are identified as follows... Please check the category which identifies your race/ ethnic background.

WHITE (Not of hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

BLACK (Not of hispanic origin) - All persons having origins in any of the Black racial groups of Africa.

HISPANIC All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

ASIAN or PACIFIC ISLANDERS: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Subcontinent or the Pacific Islands. (Example... China Japan, Korea, the Phillipine Islands and Samoa).

AMERICAN INDIAN or ALASKAND NATIVE: All persons having origins in any of the original peoples of North America.

REFERRAL SOURCE (s)

HOW DID YOU LEARN OF THIS POSITION?		Please Check <input checked="" type="checkbox"/> one	
<input type="checkbox"/> City Employee	<input type="checkbox"/> Other (Specify) <input type="text"/>	<input type="checkbox"/> Relative or Friend (Not City Employee)	
<input type="checkbox"/> College/ University	<input type="checkbox"/> Trade Magazine	<input type="checkbox"/> Unemployment Office (Missouri Workforce)	
<input type="checkbox"/> Human Resources Dept. Posting	<input type="checkbox"/> Job Fair	<input type="checkbox"/> Web Site	
<input type="checkbox"/> Newspaper Advertisement			