



1902 Jefferson Street
 Hermann, MO 65041
 573-486-5400
 Fax: 573-486-5432

EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. The City of Hermann is an Equal Opportunity Employer. None of the information disclosed on this application will be used by the City in an unlawful, discriminatory manner or for an unlawful discriminatory purpose. If you should require any physical or other assistance in completing this application, please see the Human Resources Office. Applicants in consideration of employment are required to take a pre-employment drug screen, and employees are subject to random drug tests in accordance with federal and state law.

Position(s) Applied For:		Application Date:
Name: LAST	FIRST	MIDDLE
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)	E-mail Address	Social Security Number

Best time to contact you at home is::..... AM / PM

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

Have you ever filed an application with us before?

If YES, give date:..... Yes No

Have you ever been employed with us before?

If YES, give date:..... Yes No

Do any of your friends or relatives, other than spouse, work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? 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

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work Full-time
 Part-time
 Temporary (please indicate dates available ____/____/____ - ____/____/____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION			
	School name/address	Course of Study	No. Years attended
Elementary School			
High School			
College/Trade School			College Degree Received
College/Trade School			
Other			

List professional, trade, business or civic activities and offices you have held. Please exclude any membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

List specialized training, apprenticeship, and skills.

List any extra-curricular activities.

List any job-related training that you received while in the U.S. military.

Other qualifications: List any special job-related skills or qualifications you have acquired from past employment or experiences.

- | | |
|---|--|
| <input type="checkbox"/> PC/MAC | <input type="checkbox"/> Other (please list) |
| <input type="checkbox"/> Typewriter _____ wpm | _____ |
| <input type="checkbox"/> Spreadsheet | _____ |
| <input type="checkbox"/> Word Processing | _____ |
| <input type="checkbox"/> Multi-line phone | _____ |

Additional information you would like to share with us:

PAST/CURRENT EMPLOYMENT

Please start with your current/latest job. Include any job-related military service assignments and volunteer activities. You may exclude any organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Work Performed	Dates Employed	
Address		From	To
Telephone Number(s)			
Job Title		Hourly Rate/Salary	
Supervisor		Starting	Final
Reason for leaving			

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Telephone Number(s)			
Job Title		Hourly Rate/Salary	
Supervisor		Starting	Final
Reason for leaving			

If you need additional space, please continue on a separate sheet of paper.

REFERENCES

(1)	Name	()	-
		Phone #	
	Address		
(2)	Name	()	-
		Phone #	
	Address		
(3)	Name	()	-
		Phone #	
	Address		

NOTE TO APPLICANT: Do not answer the following question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. _____YES _____NO

APPLICANT'S STATEMENT: I certify that the above given answers are correct and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is also understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer. I also understand that as required by federal law, I will be required (if hired) to furnish documentation establishing my identity, eligibility to work and residency.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open YES NO

Position(s) Considered For:

Arrange Interview YES NO

REMARKS:

Interviewer

Date

Employed YES NO Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

BY: _____

Name and Title

Date