CITY OF
SHREWSBURY
5200 Shrewsbury Avenue
Shrewsbury, MO 63119
314-647-5795

Application for Employment

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.

Position(s) Applied For	Date of Application

How Did You Learn About Us?

☐ Advertisement ☐ Friend ☐ Walk-In
☐ Employment Agency ☐ Relative ☐ Other _____

Last Name	First Name	Middle Name	
Address	**City**	**State**	**Zip Code**
Telephone Number(s)		**Social Security Number**	
Email Address			

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? ..... Yes ☐ No ☐

If Yes, give date

Have you ever been employed with us before? ..... Yes ☐ No ☐

If Yes, give date

Do any of your friends or relatives 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? (Proof of citizenship or immigration status will be required upon employment) ..... Yes ☐ No ☐

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

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

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

Can you travel if a job requires it? ..... Yes ☐ No ☐

Have you been convicted of a felony? (Conviction will not necessarily disqualify an applicant from employment) ..... Yes ☐ No ☐

If Yes, Please explain fully (dates, jurisdiction, sentence, etc.) _____

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

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address of School	Course of Study	No. of Years Completed	Diploma Degree
Elementary				
High School				
Undergraduate				
Graduate/ Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

List Professional, trade, business or civic activities and offices held.
(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

EMPLOYMENT EXPERIENCE

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

1.	Employer	Dates Employed		WORK PERFORMED
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate / Salary		
		Starting	Final	
	Job Title / Supervisor			
	Reason for Leaving			
2.	Employer	Dates Employed		WORK PERFORMED
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate / Salary		
		Starting	Final	
	Job Title / Supervisor			
	Reason for Leaving			
3.	Employer	Dates Employed		WORK PERFORMED
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate / Salary		
		Starting	Final	
	Job Title / Supervisor			
	Reason for Leaving			

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

ADDITIONAL INFORMATION

Other Qualifications
Summarize special job-related skills and qualifications acquired from employment or other experience.

State any additional information you feel may be helpful to us in considering your application.

SPECIALIZED SKILLS (Check Skills/Equipment Operated)

_____Terminal	_____Spreadsheet	Production/Mobile Machinery (list)	Other (list)
_____PC/MAC	_____Word Processing	_____	_____
_____Typewriter WPM_____	_____Shorthand WPM_____	_____	_____
		_____	_____

Note to Applicants: DO NOT ANSWER THIS 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

REFERENCES

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

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby 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 Employee 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 acknowledged in writing by an authorized representative 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 understand, also, that I am required to abide by all rules and regulations of the employer.

_____ _____

Signature of Applicant Date