

# City of Pleasant Valley, Missouri EMPLOYMENT APPLICATION

*An Equal Opportunity Employer — Affirmative Action Employer*

Notice to Applicant:  
We appreciate your interest in the City of Pleasant Valley and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in future upgrading. It is to your advantage to give complete and detailed answers to the questions in this application.

PERSONAL DATA		AVAILABILITY		ELIGIBILITY
Name	(last)	(first)	(middle)	Social Security Number _____  Indicate the name of newspaper, employee, school, etc., which referred you for employment. <input type="checkbox"/> newspaper _____ <input type="checkbox"/> job service <input type="checkbox"/> City employee _____ <input type="checkbox"/> school _____ <input type="checkbox"/> self <input type="checkbox"/> other _____
For checking prior records, provide other names under which you have been employed:				
Address	(street no.)	(city, state)	(zip)	Status desired: full time <input type="checkbox"/> part time <input type="checkbox"/> temporary <input type="checkbox"/> Any objections to overtime work? _____ Any objections to weekend work? _____
Telephone number	Home _____ Work _____	Driver's license no. _____ State of issuance _____		
Name, address and telephone number of person to be notified in case of emergency during working hours.				Is there any reason you may not be able to work on a required workday? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, explain: _____
Name	_____	Phone _____		
Address _____				
Position(s) desired: _____				
Reason for interest in this position		Reason for leaving		
Date available for work _____				
If you have applied with the City of Pleasant Valley previously, give date of application: _____				
Do you have the legal right to obtain permanent employment in the United States? (check one)				
<input type="checkbox"/> U.S. Citizenship <input type="checkbox"/> permanent resident status <input type="checkbox"/> other (specify) _____				
If you have been employed by the City of Pleasant Valley previously, complete the following:				
dates of employment _____		position held _____		
Do you have any relatives working for the City of Pleasant Valley? <input type="checkbox"/> yes <input type="checkbox"/> no				
If yes, indicate: Department _____		Relationship _____		
Have you ever been convicted of a felony? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please give dates and explain conviction. (Your answer will not necessarily bar you from employment. What you were convicted of and how long ago are important).				
Date _____ Conviction _____		Date _____ Conviction _____		

**EMPLOYMENT**

List employment beginning with your present or last position. Request additional sheets if necessary.

DATES		EMPLOYERS		DUTIES	
From (mo. & yr.)	Name	Name	Job Title		
To (mo. & yr.)	Address	Address	Duties		
Hours per week	City and State	City and State	Reason for leaving		
Final salary	Supervisor's name	Supervisor's name			
From (mo. & yr.)	Name	Name	Job Title		
To (mo. & yr.)	Address	Address	Duties		
Hours per week	City and State	City and State	Reason for leaving		
Final salary	Supervisor's name	Supervisor's name			
From (mo. & yr.)	Name	Name	Job Title		
To (mo. & yr.)	Address	Address	Duties		
Hours per week	City and State	City and State	Reason for leaving		
Final salary	Supervisor's name	Supervisor's name			
From (mo. & yr.)	Name	Name	Job Title		
To (mo. & yr.)	Address	Address	Duties		
Hours per week	City and State	City and State	Reason for leaving		
Final salary	Supervisor's name	Supervisor's name			
From (mo. & yr.)	Name	Name	Job Title		
To (mo. & yr.)	Address	Address	Duties		
Hours per week	City and State	City and State	Reason for leaving		
Final salary	Supervisor's name	Supervisor's name			

Account for any time that you were unemployed by stating the nature of your activities:

Have you ever supervised employees?  yes  no If yes, indicate number and type of employees:

If currently employed, why do you desire to change positions?

Do you authorize inquiry about you from your present employer?  yes  no  
 Do you authorize inquiry about you from your previous employers?  yes  no



