



APPLICATION FOR EMPLOYMENT

(Please Print)

We are an equal opportunity employer, dedicated to the policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date of Application: _____

Personal Information

Name: Last _____ First _____ Middle _____

Present Address _____

Permanent Address (If different from above) _____

Social Security Number _____ Telephone _____

Email Address _____

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identify (valid driver's license, birth certificate, green card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination. Employer participates in the E-Verify program.

Position Applied For: _____

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:

2. Do you have any relatives who are presently (or have formerly been) employed with the City of Platte City?

3. Have you ever been previously employed by the City of Platte City?

4. How were you referred to us? _____
5. Have you ever been convicted of a felony? _____ Yes _____ No
If yes, please explain:



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Education

School Name / Location / Years Complete/ Degree/Diploma

Elem/Jr. High: _____

High School: _____

College: _____

Tech. Training: _____

Other: _____

Employment Record

Please include all employment for the last five years.

1. _____
Company Name (Current or Most Recent Employer) Position Held

Address

Manager / Supervisor Telephone

Date employed: From Date employed: To Wage / Salary

Reason for Leaving

2. _____
Company Name Position Held

Address

Manager / Supervisor Telephone

Date employed: From Date employed: To Wage / Salary

Reason for Leaving



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3. _____
Company Name (Current or Most Recent Employer) Position Held

Address

Manager / Supervisor Telephone

Date employed: From Date employed: To Wage / Salary

Reason for Leaving

4. _____
Company Name (Current or Most Recent Employer) Position Held

Address

Manager / Supervisor Telephone

Date employed: From Date employed: To Wage / Salary

Reason for Leaving

5. _____
Company Name (Current or Most Recent Employer) Position Held

Address

Manager / Supervisor Telephone

Date employed: From Date employed: To Wage / Salary

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NOTE: Use a separate sheet to list employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for exclusion:

(Employers Name) Reason

(Employers Name) Reason

References

Please do not include relatives or former employers.

1. _____
Name Years Known

Address

Telephone Occupation

2. _____
Name Years Known

Address

Telephone Occupation

3. _____
Name Years Known

Address

Telephone Occupation



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Work Availability

1. If your application receives favorable consideration, when will you be available to begin work? _____
2. Do you have any objections to working overtime? () Yes () No
3. Can you work overtime without prior notice? () Yes () No
4. Can you work on Saturday? () Yes () No
5. Can you work on Sunday? () Yes () No
6. Do you have any objections to being on-call if the position requires it? () Yes () No
7. Do you have a driver's license? () Yes () No
If yes State of issuance: _____

Salary / Hourly Rate Expectations

If your application receives favorable consideration, what salary / hourly rate expectations do you have? \$ _____ per _____

Agreement

1. **Privacy Statement:** The City of Platte City does not sell, loan or provide any personal information submitted on employment applications to businesses or individuals for the purpose of commercial use.
2. **Conditions of Employment:** Offers of employment with the City of Platte City are contingent upon applicants passing a post-offer, pre-employment drug-screen and / or physical examination that may also include a psychological profile assessment. Employment is "at-will;" this application or any offer does not and will not constitute a contract for employment; that either I or the City of Platte City can terminate my employment at any time, with or without cause.

In accordance with Federal law, proof of identification and authorization to legally work in the United States is required at the time of employment. If hired, you must complete the I-9 form as required by the U.S. Immigration and Naturalization Service no later than three (3) business days after your date of hire.

3. **Drug Free Work Environment:** It is the City of Platte City's policy to maintain a work environment free of substance abuse. This policy applies to all current and prospective employees. In order to preserve employee fitness-for-duty and the safety of employees and the public, drug testing is a requirement for prospective employees and may be required of current employees in situations as prescribed by policy.

All employment offers are contingent upon the applicant successfully passing drug screening when required. Applicants who fail a drug testing will not be eligible for employment at the City of Platte City for one year from the date of screening.

4. **Background and Reference Checks:** All candidate(s) will be asked to submit at least three professional reference contacts. The City of Platte City may conduct background investigations and/or reference checks on candidate(s).



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It is our policy to check references as part of our hiring process. This may include contacting your former employers, as well as other business associates. We will ask a series of questions about your work experience, character, education and personality.

After reading this policy, please indicate your agreement by signing in the space provided.

I have read and fully understand the foregoing and voluntarily consent to allow the organization to check my references. Questions may be asked about my work experience, personality, personal habits and education.

Applicant Signature

Date

Received by: _____ Date: _____