



**EMPLOYMENT APPLICATION**  
**Human Resources Office**  
**City of Clayton \* 10 N. Bemiston \* Clayton, Missouri 63105**

**SECTION 1: GENERAL INFORMATION [ Please print or type ]**

Position(s) of Interest:	_____
Name:	_____
Address:	_____ (Street)
	_____
	_____ (City, State & Zip)
Telephone:	_____
Alternate Telephone:	_____
Email Address:	_____
If you are under 18, can you furnish a work permit? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
Are you available for: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal	
If part time, specify days and hours:	_____
If seasonal, specify starting date and ending date:	_____
Are you a U.S. citizen or can you establish that you are an authorized worker? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
If you have previously applied for employment with the City of Clayton, state date(s) and position(s) applied for:	
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	
If you have relatives currently employed by the City of Clayton, please state name(s) and relationship(s):	
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	
<div style="border: 1px solid black; padding: 5px;"> <p>The City of Clayton is an equal opportunity employer, and does not discriminate on the basis of race, color, creed, religion, national origin, age, gender, disability, handicap or veteran status. It is the goal of the City of Clayton to make jobs, services, and programs accessible to all individuals. For information regarding other formats of employment application materials, please contact the Human Resources Office at (314) 290-8448.</p> </div>	

**SECTION 2: EDUCATIONAL INFORMATION**

High School:	_____
Address:	_____ (Street)
	_____ (City, State & Zip )
Grade completed?	_____
GED completed?	_____
College or University:	_____
Address:	_____ (Street)
	_____ (City, State & Zip )
Was program completed/ Degree awarded?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Type of Degree:	_____
College or University:	_____
Address:	_____ (Street)
	_____ (City, State & Zip )
Was program completed/ Degree awarded?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Degree:	_____
Additional Education and/or Academy, Vocational, Technical, or Military Training Information:	
_____ _____ _____	
Please list any academic honors, scholarships, memberships in professional organizations, or extracurricular activities that relate to the position. Do not list any organizations or activities which would indicate race, color, religion, gender or national origin.	
_____ _____ _____	

**FOR DRIVING JOBS ONLY**

Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Driver's license number:	_____
Class of license:	_____
Have you had your driver's license suspended or revoked in the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### SECTION 3: PAST EMPLOYMENT INFORMATION

We must have accurate and complete information in previous job tasks and levels of responsibility because your work experience is an important factor in evaluating your qualifications. List names of employers in consecutive order with present or most recent employer listed FIRST. Please indicate employers you would not wish to be contacted. Account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and business references. A resume is welcome, however, it is our policy that an application be completed in its entirety by every applicant.

Attach additional sheets if necessary.

#### CURRENT / MOST RECENT EMPLOYER:

Name of Employer:	_____
Type of Business:	_____
Address:	_____ (Street)
	_____ (City, State & Zip)
Telephone:	_____
Employment Dates:	_____ to _____
Your Job Title:	_____
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties:	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
Starting Pay:	\$ _____ per _____
Final Pay:	\$ _____ per _____
Name of Last Supervisor:	_____
Reason(s) for leaving or seeking other employment: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

Name of Employer:	_____
Type of Business:	_____
Address:	_____ (Street)
	_____ (City, State & Zip)
Telephone:	_____
Employment Dates:	_____ to _____
Your Job Title:	_____
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties:	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
Starting Pay:	\$ _____ per _____
Final Pay:	\$ _____ per _____
Name of Last Supervisor:	_____
Reason(s) for leaving or seeking other employment:	
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Type of Business:	_____
Address:	_____ (Street)
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<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

## SECTION 4: SPECIAL SKILLS

Indicate skills you possess only if relevant to the job(s) for which you are applying.

Typing

Transcription

Computer Data Entry

Cash Register

Other : \_\_\_\_\_

Personal computer: List software you have used.

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Heavy equipment: List machines, vehicles and equipment you have operated.

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Additional information that might qualify you for the position.

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**SECTION 5: ADDITIONAL INFORMATION**

Have you ever plead guilty, nolo contendere (no contest) or been convicted of a felony? Yes  No

If yes, describe in full: (Conviction will not necessarily disqualify an applicant from employment.)

**REFERENCES:**

Name	Address	Telephone	Occupation

**CERTIFICATION**

I certify that all statements on this application are true and complete. I understand that false statements or omissions on this application may result in rejection of application or dismissal from employment whenever discovered. I authorize the City of Clayton to make any investigation regarding past employment and education and authorize the references listed above to give you any and all information they possess, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to you.

I understand that in certain employment positions, the candidate may be required to undergo a physical examination after a conditional offer of employment has been made by the employer, to certify that the selected candidates can perform the requirements of the job, with or without the accommodation. I also understand that I will be required to undergo a drug and alcohol test after a conditional offer of employment has been made. A positive test as a result of the drug and alcohol screen may be reason to disqualify me for employment with the City of Clayton.

I understand that this employment application is not a contract of employment and that if I am hired, may voluntarily leave employment at any time and my employment may be terminated by the City at any time with or without cause or notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_