

City of Webster Groves



EMPLOYMENT APPLICATION

The City of Webster Groves is an equal opportunity employer. It is our policy to consider all applicants for employment based on their qualifications, skills, and abilities for the position, with or without accommodation. We consider all applicants without regard to race, color, religion, ancestry, gender, age, national origin, disability, military or veteran status, or any other protected status.

Application Information

Full name:	_____	Date:	_____
	<i>Last First M.I.</i>		
Address:	_____	Phone:	_____
	<i>Street address Apt/Unit #</i>		
	_____	Email:	_____
	<i>City State Zip Code</i>		

Position applied for: _____

Date Available:	_____	Minimum Compensation	\$ _____	Are you able to work Full Time, Part Time or Seasonally?	Full Time <input type="checkbox"/>
					Part Time <input type="checkbox"/>
					Seasonally <input type="checkbox"/>

Are you legally eligible for employment in the U.S.? Yes No

Are any of your relatives employed by the City of Webster Groves?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, who and what's their position or department	_____
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To the best of your knowledge, would you be able to perform all the essential functions of the position, with or without reasonable accommodations? Yes No

Education

High school:	_____	Address:	_____
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From:	_____	To:	_____	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
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College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at discharge: _____ Type of discharge: _____

If other than honorable, explain: _____

Previous Employment

Company: _____ Phone: _____

Salary: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Salary: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Salary: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Qualifications

Please list relevant professional licenses, certifications, or registrations.

Please list relevant levels of proficiencies in computer skills, software programs, or other equipment you are qualified to operate or repair.

Please list any relevant qualifications or skills you wish to be considered.

References

Please list three professional references.

<p>Full name: _____</p> <p>Company: _____</p> <p>Years Known: _____</p>	<p>Relationship: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
<p>Full name: _____</p> <p>Company: _____</p> <p>Years Known: _____</p>	<p>Relationship: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
<p>Full name: _____</p> <p>Company: _____</p> <p>Years Known: _____</p>	<p>Relationship: _____</p> <p>Phone: _____</p> <p>Email: _____</p>

Disclaimer and signature

1. I certify that all statements are true and complete to the best of my knowledge. I authorize investigation of all information contained in this application. By entering your name and date below, you are legally signing your application.

2. I authorize any person, organization or company listed on this application to furnish to the City of Webster Groves any and all information concerning my previous employment, education and qualifications for employment, and hereby release any such person, organization or company from any liability that may result from furnishing such information.

3. I understand that any falsification, misrepresentation, or omission of facts called for herein will be sufficient cause for rejection of my application for employment. In the event I



am employed, I understand that I may be terminated from employment in the event of any falsification, misrepresentation or omission of facts called for herein.

4. I understand that any position I am offered may be contingent upon my passing a physical examination, drug/alcohol test, and/or criminal background screening. I authorize the City of Webster Groves to obtain a copy of my criminal record from any law enforcement agency for use in processing this application.

5. I understand, based on the position I have applied for, I may be subject to additional testing/screening, including but not limited to a personality profile assessment. I further understand that I may be subject to a credit check in compliance with the Fair Credit Reporting Act (FCRA) regulations, and that if I am, I will be provided additional forms for this purpose.

6. I understand, if I am employed by the City of Webster Groves, that I will be required to provide verification of my identity and employment authorization to work in the U.S.

I understand and agree to the information above.

Signature:

Date:

You may submit this application via email, fax, mail, or in person.

EMAIL: After you save your application, you may email it to HR@webstergrovesmo.gov. You may also attach a resume, cover letter, or other documentation to your email.

FAX: Fax the completed application to HR: (314) 963-1503.

MAIL or IN-PERSON: Deliver or mail to the following address:

Human Resources
City of Webster Groves
4 East Lockwood Ave
Webster Groves, MO 63119