

NOTICE TO ALL APPLICANTS  
FOR EMPLOYMENT  
WITH THE CITY OF PACIFIC

All applicants for employment with the City of Pacific shall be subjected to a pre-employment screening process to include but not limited to a driver's license check, a urinalysis drug test and a criminal history/credibility check. All applicants shall be required to sign a release and shall volunteer to participate in said pre-employment screening process.

Applicants are hereby advised that the City of Pacific voluntarily accepts employment applications, but does not process applications until the need arises to fill vacant positions. Applications will be retained for two years from the date of application submittal. Persons wishing to maintain an employment application on file must reapply after the expiration of the two year period.

CITY OF PACIFIC  
300 Hoven Drive  
Pacific, MO 63069

## APPLICATION FOR EMPLOYMENT

If you need assistance completing this application, contact the Personnel Coordinator.

Application Note: This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applications will be received consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. Additional testing of job-related skills for the presence of drugs in your body may be required prior to employment.

PLEASE PRINT

Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

How did you learn about us (circle one) : Advertisement , Friend, Walk-In, Employment Agency, Relative, Other.

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Have you ever filed an application with us before:                      Yes                      No

Have you ever been employed with us before:                      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?                      Yes                      No

(Proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work: \_\_\_\_\_

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

Can you perform the requirements of this job with or without reasonable accommodation:  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If the job requires, do you have the appropriate valid driver's license? \_\_\_\_ Yes \_\_\_\_ No

DL# \_\_\_\_\_ Type \_\_\_\_\_ State of Issue \_\_\_\_\_

Have you ever had a moving violation? Please describe:

\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

Elementary School

High School

Undergraduate  
College/University

Graduate/  
Professional

School Name & Location
Years Completed
Diploma/Degree

Describe any specialized training, apprenticeship, skills and extra-curricular activities that may be job related.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any honors you have received:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT EXPERIENCE

State 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, disability or other protected status.

Employer Name:	_____
Employer Address:	_____
Phone Number:	_____ Supervisor: _____
Reason for leaving:	_____
Dates Employed:	_____ Hourly Salary: _____
Describe work performed:	_____ _____

Employer Name:	_____
Employer Address:	_____
Phone Number:	_____ Supervisor: _____
Reason for leaving:	_____
Dates Employed:	_____ Hourly Salary: _____
Describe work performed:	_____ _____

Employer Name:	_____
Employer Address:	_____
Phone Number:	_____ Supervisor: _____
Reason for leaving:	_____
Dates Employed:	_____ Hourly Salary: _____
Describe work performed:	_____ _____

**REFERENCES:**

Give name, address, and telephone number of three references who are not related to you and are not previous employers:

Name: \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**APPLICATION STATEMENT:**

**I certify that I have read and understand the Applicant Note on page one of this form and that the answers given by me to the forgoing questions and the statements made by me are complete and true to the best of my knowledge and belief.**

**I understand that any false information, omission or misrepresentation of facts called for in this application may result in rejection of my application or discharge at any time during my employment.**

**I authorize investigation to verify any of this information including, but not limited to, previous employment history and motor vehicle driving records. I authorize all persons, schools, companies, and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information.**

**I hereby understand and acknowledge my responsibility to notify the employer if I need reasonable accommodation in any testing procedures or interviews required as a result of submission of this application.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**For Internal Use Only**

**Arrange Interview:**                      **Yes**                      **No**

**Remarks:**

\_\_\_\_\_  
\_\_\_\_\_

**Employed:**                      **Yes**      **No**                      **Date of Employment:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_                      **Hourly Rate:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**By:** \_\_\_\_\_