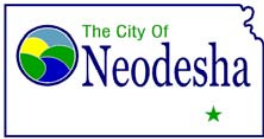


EMPLOYMENT APPLICATION Rev. 07-10-08



P O Box 336 1407 N. 8th
 Neodesha KS 66757
 Phone: 620-325-2828 Fax: 620-325-2481
 e-mail: cityhall@neodesha.org
www.neodesha.org

It is the policy of the city to provide fair and equal opportunity to all qualified persons to enter city employment on the basis of demonstrated merit and fitness determined by fair and practical methods of selection, without regard to race, color, sex, disability, religion, age, national origin, or ancestry.

PLEASE TYPE OR PRINT CLEARLY

Name: _____
Last First MI

SS #: _____ **Date:** _____

Position(s) Applying for: _____

Salary Desired: Full Time Part Time Temp

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Day Phone: _____ **Evening Phone:** _____ **Cell Ph:** _____ **E-Mail:** _____

Have you ever been employed by the City of Neodesha? Yes No **If yes, please list dates of employment and position(s) held.**

Do you have any relatives employed by the City of Neodesha? Yes No **If yes, please list their names.**

Have you ever been convicted of an offense other than a minor traffic violation? Yes No **If yes, please explain.**

How did you learn about this position? City Employee Newspaper Ad Other (specify) _____

EDUCATION

Highest grade completed: _____ If you did not complete high school, do you have a GED? Yes No

School Level	School Attended	Address	Years	Major	Year Graduated?
High School					
College/ University					
Graduate School					
Trade School					

SKILLS INVENTORY

<input type="checkbox"/> Keyboard WPM _____	<input type="checkbox"/> EMT	<input type="checkbox"/> Truck Driving
<input type="checkbox"/> Computer Experience Programs: _____ _____ _____	<input type="checkbox"/> Paramedic	<input type="checkbox"/> Backhoe
	<input type="checkbox"/> Firefighting	<input type="checkbox"/> Grader
	<input type="checkbox"/> Water/Wastewater	<input type="checkbox"/> Tractor
	<input type="checkbox"/> Journeyman/Lineman	<input type="checkbox"/> Trencher
	<input type="checkbox"/> Botanical/Arborist	<input type="checkbox"/> Bull Dozer
<input type="checkbox"/> General Accounting	Certifications:	<input type="checkbox"/> Mower
<input type="checkbox"/> Drafting	_____	<input type="checkbox"/> Welding
<input type="checkbox"/> Autocad	_____	<input type="checkbox"/> Plumbing
	_____	<input type="checkbox"/> Electrical
		<input type="checkbox"/> Carpentry
		<input type="checkbox"/> Vehicle Maintenance

EMPLOYMENT APPLICATION page 2 of 2

Name: _____
Last First MI

EMPLOYMENT HISTORY *Listing the most recent first, complete your employment record for at least the past ten (10) years. Use additional paper if needed.*

Employer: _____
Address: _____ **City/State:** _____
Supervisor: _____
Phone: _____
Employed from: _____ **to** _____ **Final Salary:** _____
Reason for Leaving: _____

Employer: _____
Address: _____ **City/State:** _____
Supervisor: _____
Phone: _____
Employed from: _____ **to** _____ **Final Salary:** _____
Reason for Leaving: _____

Briefly Explain Duties: _____

Briefly Explain Duties: _____

Employer: _____
Address: _____ **City/State:** _____
Supervisor: _____
Phone: _____
Employed from: _____ **to** _____ **Final Salary:** _____
Reason for Leaving: _____

Employer: _____
Address: _____ **City/State:** _____
Supervisor: _____
Phone: _____
Employed from: _____ **to** _____ **Final Salary:** _____
Reason for Leaving: _____

Briefly Explain Duties: _____

Briefly Explain Duties: _____

REFERENCES

Name: _____ **Phone #:** _____
Address: _____

Name: _____ **Phone #:** _____
Address: _____

Name: _____ **Phone #:** _____
Address: _____

Unless otherwise defined by applicable law, any employment relationship with the City of Neodesha is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. All applicants for any position with the City shall meet the minimum qualifications established for that position. A medical examination and drug screening will be required only after an offer of employment has been made. A driver's license and background check will be performed on each applicant being considered for a position. The offer of employment is contingent upon the applicant passing the required tests and checks. In the event of employment I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the City of Neodesha.

Signature of Applicant: _____ **Date:** _____