



## EMPLOYMENT APPLICATION

City Hall, 400 Main Street, Platte City, MO 64079  
 Phone: 816.858.3046; Fax: 816.858.5402  
 WWW.PLATTECITY.ORG

Date:
For what position are you applying?

### PERSONAL INFORMATION

First Name:	MI:	Last Name:
Social Security Number:		
Phone Number:		Alternate Number:
Address:		
City:	State:	Zip:
Are you 18 years or older? <span style="margin-left: 100px;">Yes</span> or <span style="margin-left: 20px;">No</span>		
Have you ever been convicted of a felony? If yes, please describe the felony or felonies.		
Have you worked for the City of Platte City before? If Yes:	Position Held:	Dates:
Reason for leaving:		
Have you served in the military? If yes, please describe.		
Branch/Organization, Dates of Service(s), Rank/Grade, Reason for leaving service(s).		

### EDUCATION

If education records are listed under another name, please indicate that name here:	
Name of High School:	
School location:	
Major field of study in High School:	Diploma or equivalent? <span style="margin-left: 20px;">Yes</span> or <span style="margin-left: 20px;">No</span>
Did you attend any post-secondary education? (University, College, Technical School, etc.) <span style="margin-left: 100px;">Yes</span> or <span style="margin-left: 20px;">No</span>	
Post Secondary (University, College, Technical School, etc.)	
School Name:	
School location:	
Degree/Level Attained:	
Completion Date	
Major Field of Study:	
Minor Field of Study:	

Other Education Institutions	
School Name:	
School location:	
Degree/Level Attained:	
Completion Date	
Major Field of Study:	
Minor Field of Study:	

Please list specific computer skills:
Please list additional skills:

### EMPLOYMENT HISTORY

Please list your last four employers, starting with the most recent			
Employer Name:			
Address:			Phone:
City:	State:		Zip:
Position Held:		Supervisor:	
Dates Employed (month/year)		Salary/Hourly Rate:	
Reason for Leaving:			

Employer Name:			
Address:			Phone:
City:	State:		Zip:
Position Held:		Supervisor:	
Dates Employed (month/year)		Salary/Hourly Rate:	
Reason for Leaving:			

Employer Name:			
Address:			Phone:
City:	State:		Zip:
Position Held:		Supervisor:	
Dates Employed (month/year)		Salary/Hourly Rate:	
Reason for Leaving:			

Employer Name:			
Address:			Phone:
City:	State:		Zip:
Position Held:		Supervisor:	
Dates Employed (month/year)		Salary/Hourly Rate:	
Reason for Leaving:			

## REFERENCES

Please list five people who are familiar with your work (not relatives)			
Name:		Phone Number:	
Address:			
City:	State:	Zip	
Company:		Email address:	

Name:		Phone Number:	
Address:			
City:	State:	Zip	
Company:		Email address:	

Name:		Phone Number:	
Address:			
City:	State:	Zip	
Company:		Email address:	

Name:		Phone Number:	
Address:			
City:	State:	Zip	
Company:		Email address:	

Name:		Phone Number:	
Address:			
City:	State:	Zip	
Company:		Email address:	

## GENERAL QUESTIONS

Can you perform the essential functions of the job for which you are applying?	
Have you previously completed an application for employment with the City of Platte City? If yes, when did you last apply? (month/year):	
Are you currently employed?:	
If, employed, may we contact your present employer?	
Why do you wish to change jobs?	
Date available for work:	
Expected Salary:	
Do you have a valid driver's license?	If yes, from which state?

## City of Platte City policies

### **Non-Discrimination Policy**

It is the policy of the City of Platte City that no person shall be discriminated against on the basis of race, color, religion, gender, age, national origin, mental or physical disability, or marital status. This policy affects all aspects of employment with the City of Platte City; and all individuals who receive federally funded services from the City of Platte City. For discrimination based on disability, this policy also affects all applicants, participants or beneficiaries in any service, program or activity of the City of Platte City. The City of Platte City is an Equal Opportunity Employer and encourages diversity in the workplace.

### **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.

### **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.

### **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.

### **Immigration Reform and Control Act**

All City of Platte City offers are contingent on the applicant meeting the requirements of the Immigration Reform and Control Act, which requires new employees on the date of hire to show proof of identification and eligibility to work in the United States.

### **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).

**Applicant Acknowledgement Statements**

To the best of my knowledge, the information herein is true and complete and I further attest to the following:

- I have not knowingly withheld any information requested on the application for or which may have a bearing on the City of Platte City’s employment decision about me.
- I understand that the City of Platte City may conduct a background investigation and/or check my employment references.
- I have not been rejected by the City of Platte City for a positive drug screen for one year prior to the date of this signed statement.
- I understand any offer of employment is contingent on my passing a post-offer, pre-employment physical, drug test or job-specific skills-testing procedure, if applicable.
- If I do not pass a post-offer, pre-employment physical and/or drug screen, or job-specific skills-testing procedure, any offer of employment will be rescinded.
- If hired and if applicable, I agree to submit to a random drug testing program.
- If hired, I understand that I must provide proof of identification and authorization to work in the United States within three days of hire, as required by the Immigration Reform and Control Act. Failure to provide proper documentation will result in termination.
- If applicable, I will provide proof of a valid driver’s license and acceptable driving record upon hire.
- If hired and if applicable to my position, I will ensure my Commercial Driver’s License and/or Driver’s License will be kept current throughout my employment in which such licenses are required.
- If hired and if applicable, I will ensure licenses and/or certifications that are required for my position are kept current or valid throughout my employment in which such licenses or certifications are required.
- I understand that nothing conveyed during the recruitment and interview process is intended to create an implied or explicit employment contract.
- I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, for termination at any time.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_