



16 West Church Street
Bowling Green, MO 63334
573-324-5451 Phone
573-324-2644 Fax
www.bowlinggreen-mo.gov

Application for Employment

The City of Bowling Green is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, citizenship, veteran status, sexual orientation or preference or physical or mental disability.

Please Print When Completing This Form

Position applied for _____

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # Home: () _____ Business or Cell Phone # () _____

- If you are under 18, and it is required, can you furnish a work permit? Yes No
- Have you ever interviewed with this city before? If yes, give date(s) and job titles. Yes No
- Have you ever been employed by this city before? If yes, give date(s) and job titles Yes No
- Do you have relatives employed by this city? If yes, give job titles..... Yes No
- Are you legally eligible for employment in this country? Yes No
- Are you employed now? Yes No
- Date available for work / / What is your desired salary range? \$ _____
- Are you able to meet the attendance requirements of the position? Yes No
- Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No
- If yes, please provide date(s) and details _____

Educational Background-Circle Highest Grade Completed

High School	9	10	11	12	Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
College, Trade or Business	1	2	3	4	Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Major _____	Degree _____					

Name and Address of High School, College, Trade or Business School

List Any Special Knowledge, Skills. Or Qualifications

U.S. Military or Naval Service

Rank _____ Are you at present a member in the National Guard or Reserves Yes No

Employment History-List All Employment for the Past 10 Years Starting With the Most Recent Position

From	To	Employer	Telephone #
			()
Starting Job Title/Final Job Title	Address		
<hr/>			
Immediate Supervisor and Title	Nature of Work Performed/Job Responsibilities		
<hr/>			
May We Contact For Reference?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Hourly Rate/Salary	Start \$	Per	Final \$ Per
<hr/>			
Reason for Leaving			

From	To	Employer	Telephone #
			()
Starting Job Title/Final Job Title	Address		
<hr/>			
Immediate Supervisor and Title	Nature of Work Performed/Job Responsibilities		
<hr/>			
May We Contact For Reference?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Hourly Rate/Salary	Start \$	Per	Final \$ Per
<hr/>			
Reason for Leaving			

From	To	Employer	Telephone #
			()
Starting Job Title/Final Job Title	Address		
<hr/>			
Immediate Supervisor and Title	Nature of Work Performed/Job Responsibilities		
<hr/>			
May We Contact For Reference?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Hourly Rate/Salary	Start \$	Per	Final \$ Per
<hr/>			
Reason for Leaving			

DO NOT SIGN UNTIL YOU HAVE READ THE APPLICANT STATEMENT BELOW
Completion of this application does not constitute an offer of employment.

I certify that all information provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand this application remains current for 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Mayor or City Administrator.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I CERTIFY THAT I HAVE READ, FULLY UNDERSTAND AND ACCPET ALL TERMS OF THE FOREGOING APPLICANT STATEMENT.

Signature of Applicant _____
Date ___/___/___

Any person who fails to sign this application and the attached pre-employment release form will not be considered for employ

CITY OF BOWLING GREEN, MISSOURI
Pre-Employment Release Form

Immigration Status Check Release

In consideration of my employment, I hereby consent to an immigration status check by the City of Bowling Green. I release the City of Bowling Green from any liability resulting directly or indirectly from the immigration status check.

Name: _____

Date: _____

Witness: _____

Driver's License Check Release

In consideration of my employment, I hereby consent to a driver's license check by the City of Bowling Green. I release the City of Bowling Green from any liability resulting directly or indirectly from the driver's license check.

Name: _____

Date: _____

Witness: _____

Drug Screen Release

In consideration of my employment, I hereby consent to medical tests, which may show the possibility of drug use. I release the City of Bowling Green from any liability resulting directly or indirectly from the drug screen. I furthermore consent to the release of the results to the City of Bowling Green, Missouri.

Name: _____

Date: _____

Witness: _____

Reference Check Release

I have made application for employment with the City of Bowling Green, Missouri. I hereby authorize their officers, employees, or their agents to investigate and compile a complete history of my former employment together with any and all information concerning my ability, work performance, credit records, arrest records, and driving violations. I hereby release my former employer(s) from all liability whatever for furnishing any information concerning me to the City of Bowling Green. I further waive any right to personally review the above records.

Name: _____

Date: _____

Witness: _____

Pre-Employment Physical Release

In consideration of my employment, I hereby consent to a physical examination by a doctor selected by the City of Bowling Green in order to determine my ability to meet the physical requirements of the position I am seeking. I release the City of Bowling Green from any liability resulting directly or indirectly from the physical examination. I furthermore consent to the release of the results to the City of Bowling Green, Missouri.

Name: _____

Date: _____

Witness: _____