



APPLICATION FOR EMPLOYMENT

The City of Columbia is an Equal Opportunity Employer

HUMAN RESOURCES

600 East Broadway

P.O. BOX 6015, COLUMBIA, MO. 65205-6015

www.GoColumbiaMo.com

VOICE: (573) 874-7235 FAX: (573) 874-7736 TTY: Dial 711 (Relay MO Services)

THE CITY OF COLUMBIA REQUIRES PRE-EMPLOYMENT DRUG TESTING

This application form may be downloaded to your computer & information typed in most fields. However, you must still print this form & mail or fax it to us ~~with your signature~~. Applications submitted via email or other electronic form will not be accepted.

Initial screening will be based on this application. Please be sure to answer all items completely and accurately. Let us know if you do not understand an item or need help in completing this application.

Have you ever worked for the City of Columbia? YES NO

If "YES", complete the following section:

When: _____ In What Capacity: _____
Reason for Leaving: _____

Do you have any relatives currently employed by the City? YES NO

If "YES", state the name(s), relationship(s), and department(s) in which employed:

Name	Relationship	Department

EDUCATION / TRAINING: Please provide information about your education and training background. Use additional space if necessary.

Elementary / Junior High / High School: _____
(Circle last one attended) City / State Last grade Completed

Circle highest level of education you have attained: Elementary / Junior High / High School / Some College / Bachelors / Bachelors +

College:

Name of Institution	Major	Hours/ Credits/ Degrees Earned

Special Training / Training Schools / Armed Forces Training / Certifications / Licenses:

School / License / Certificate Issued By	Course Name / Field / Trade / Specialization	Expiration Date	Credits Earned / Hours Attended

Please list knowledge of software below:

I am proficient at:	I have a working knowledge of:

Have you ever been convicted of any traffic violations? YES NO
Have you ever been convicted of any state or federal misdemeanor or felony? YES NO
Have you ever been convicted of any ordinance violation of this or any other city? YES NO

If any of the above is "YES", state specific violation, date and place:

List all cities and states of prior residency for last 10 years:

WORK EXPERIENCE

NOTE: NOT ANSWERING ALL ITEMS IN THE FOLLOWING SECTION MAY ELIMINATE YOU FROM FURTHER CONSIDERATION. BE SURE TO PROVIDE PHONE NUMBERS FOR YOUR MOST RECENT EMPLOYERS. IF YOU HAVE BEEN DISCHARGED FROM ANY POSITION, PLEASE ELABORATE ON PAGE 3.

1. Present Employer: _____
Address: _____ **Employment Dates**
City/State/ Zip: _____ Phone: _____ From: _____ To: _____
Position: _____ Supervisor: _____
Main Duties: _____
Final Salary: _____ Per _____ Reason for Leaving: _____

2. Previous Employer: _____
Address: _____ **Employment Dates**
City/State/ Zip: _____ Phone: _____ From: _____ To: _____
Position: _____ Supervisor: _____
Main Duties: _____
Final Salary: _____ Per _____ Reason for Leaving: _____

3. Previous Employer: _____
Address: _____ **Employment Dates**
City/State/ Zip: _____ Phone: _____ From: _____ To: _____
Position: _____ Supervisor: _____
Main Duties: _____
Final Salary: _____ Per _____ Reason for Leaving: _____

4. Previous Employer: _____
Address: _____ **Employment Dates**
City/State/ Zip: _____ Phone: _____ From: _____ To: _____
Position: _____ Supervisor: _____
Main Duties: _____
Final Salary: _____ Per _____ Reason for Leaving: _____

Please list other names you have been employed under: _____

May we contact the employers listed above? YES NO _____

PLEASE READ CAREFULLY AND SIGN – APPLICATIONS WITHOUT SIGNATURE WILL NOT BE ACCEPTED

The facts set forth above in my application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I further understand that an incomplete application or absence of my signature on this application is just cause for rejection of this application. My signature authorizes the City of Columbia to review my previous employment (except as stated above), driving, and criminal records, and/or other background data as it may relate to the position(s) for which I am applying or have been hired. I also understand that for some positions, an offer of employment with the City is contingent upon the results of a physical examination.

Date: _____ **Signature:** _____

