



Date Submitted: _____

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

EMPLOYMENT APPLICATION FORM

Notice to Applicant: We appreciate your interest in the City of Parkville and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in evaluating your qualifications and may assist us in future promotions. It is to your advantage to give complete and detailed answers to the questions in this application.

READ: It is the policy of the City that members of an immediate family shall not be employed under the same supervision. Neither shall two members of an immediate family be employed at the same time regardless of the administrative department, if such employment will result in an employee supervising a member of his/her immediate family. This policy applies to promotions, demotions, transfers, reinstatements, and new appointments. The provisions of this section shall not be retroactive, and no action is to be taken concerning those members of the same family employed at the time of the adoption of this section. Immediate family is defined as wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, stepmother, stepfather, brother-in-law, sister-in-law, uncle and/or aunt.

NAME (Last, First, MI) _____

For checking prior records, provide previous names (if any, under which your records exist):

Street Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Work Phone: _____ Cell Phone: _____

Position(s) Desired:

(1) _____ (2) _____

Employment Desired:

☐ Full-time ☐ Part-time ☐ Temporary Date available for work (MM/DD/YYYY): _____

List relatives currently employed by the City of Parkville or put N/A: _____

Are you a citizen of the United States? ☐ Yes ☐ No

Do you have permanent resident status in the United States? ☐ Yes ☐ No

If you are not a citizen, are you prevented from becoming lawfully employed because of visa or immigration status? ☐ Yes ☐ No

Explain: _____

Have you been convicted of any criminal offenses other than minor traffic violations? ☐ Yes ☐ No

Disclosure of a criminal record will not necessarily disqualify you from employment consideration. Each conviction will be evaluated on its own merit with respect to time, circumstances, and seriousness in relation to the job for which you are applying. However, failure to disclose such information may result in disqualifying you from employment consideration or termination of employment.

List below present and past employment, beginning with your most recent:

Company Name		From Mo. Yr.	To Mo. Yr.	Starting Salary (Monthly)	Ending Salary (Monthly)	Name of Supervisor
Company Address						
Type of Business		Briefly describe the work you did (750 characters or less):				
Telephone						
Position Held						
Company Name		From Mo. Yr.	To Mo. Yr.	Starting Salary (Monthly)	Ending Salary (Monthly)	Name of Supervisor
Company Address						
Type of Business		Briefly describe the work you did (750 characters or less):				
Telephone						
Position Held						
Company Name		From Mo. Yr.	To Mo. Yr.	Starting Salary (Monthly)	Ending Salary (Monthly)	Name of Supervisor
Company Address						
Type of Business		Briefly describe the work you did (750 characters or less):				
Telephone						
Position Held						
Company Name		From Mo. Yr.	To Mo. Yr.	Starting Salary (Monthly)	Ending Salary (Monthly)	Name of Supervisor
Company Address						
Type of Business		Briefly describe the work you did (750 characters or less):				
Telephone						
Position Held						

Account for any time you were unemployed by stating the nature of your activities:

Have you ever supervised employees? ☐ Yes ☐ No

Do you authorize inquiry about you from your previous employers? ☐ Yes ☐ No

All but _____

Educational Background

	Name of School	Location	Dates Attended	Major Studies	Degree or Diploma Received
High School					

Relevant to the job(s) for which you are applying, please list those skills you have acquired, as well as types of machines with whose operations you are familiar.

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Do you have any hobbies or interests that have a direct bearing on the job(s) for which you are applying? ☐ Yes ☐ No. If so, list:

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List professional as well as volunteer organization or societies that have a direct bearing upon your qualifications for the job(s) for which you are applying.

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Do you have a current Driver's License? ☐ Yes ☐ No

Do you have a current CDL? ☐ Yes ☐ No

If so, give license number, state of issuance and class identification: _____

Was your license ever suspended or revoked? ☐ Yes ☐ No

Do you currently have points against your license? ☐ Yes ☐ No

List three (3) personal acquaintances who can give reference of your character, ability and so forth. Do not include relatives or former employers.

Name	Address (street, city, state)	Telephone	Occupation	Years Acquainted

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING THIS APPLICATION

In filling out this application, I understand that the City of Parkville is in no way obligated to provide employment nor am I obligated to accept employment. The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I hereby give the City of Parkville authorization to conduct driver's license verification through the Parkville Police Department. I hereby grant the City permission to check personal background information except where my written statement upon this application form specifically requests that no investigation be made.

Signature

Date (M/D/YYYY)