



DO NOT CLOSE WITHOUT SAVING

#4 E. Lockwood Ave.
Webster Groves, MO 63119
PH: (314) 963-5300
FX: (314) 963-7561

EMPLOYMENT APPLICATION

The City of Webster Groves is an equal opportunity employer. It is our policy to consider all applicants for employment based on their qualifications, skills and abilities for the position, with or without accommodation. We consider all applicants without regard to race, color, religion, ancestry, gender, age, national origin, disability, military or veteran status, or any other protected status.

Date

PERSONAL INFORMATION

Position Applying For:

First Name	Last Name	M.I.	
Street Address			
City	State	ZIP	
Primary Phone	Alt. Phone		
Email	Are you available to work: Full Time		Part Time
How did you learn of this position?	Are you over the age of 18?		Seasonal/Temporary
Are you legally eligible for employment in the U.S.?	Yes	No	Yes
			No

To the best of your knowledge, would you be able to perform all the essential functions of the position, with or without reasonable accommodations? Yes No

Have you ever been convicted of, or entered a plea of guilty or nolo contendere to, a felony, misdemeanor criminal charge or local ordinance including one in which you received a suspended imposition sentence, suspended execution of sentence or any period of probation? Yes No

If yes, please explain briefly below. Please provide the date, city, state, and an explanation.

Are any of your relatives employed by the City of Webster Groves? Yes No

If yes, please state your relative's name and their position/department.

EDUCATION

High School

Did you graduate/Earn GED? Yes No

Vocational/Technical Degree Field of Study

Did you graduate? Yes No

Undergraduate Degree Field of Study

Did you graduate? Yes No

Graduate Degree Field of Study

Did you graduate? Yes No

Professional licenses, certifications or registration:

Computers, software programs, or other equipment you are qualified to operate or repair:

Other qualifications or skills you wish to be considered:

EMPLOYMENT HISTORY

Please list your employment for the past seven (7) years, with the most recent employment first. Please include all jobs within last seven (7) years, and use summary area following this section if necessary.

Employer 1	Phone
Address	Supervisor
Job Title	Salary/Hourly Rate \$
Responsibilities	

Start Date	End Date	Reason for Leaving
May we contact your previous supervisor for a reference?	Yes	No

Employer 2	Phone
Address	Supervisor
Job Title	Salary/Hourly Rate \$
Responsibilities	

Start Date	End Date	Reason for Leaving
May we contact your previous supervisor for a reference?	Yes	No

Employer 3	Phone
Address	Supervisor
Job Title	Salary/Hourly Rate \$
Responsibilities	

Start Date	End Date	Reason for Leaving
May we contact your previous supervisor for a reference?	Yes	No

Summarize other employment. Must include other employment within seven (7) years, and may include previous relevant experience. Please include employer name, position title, and dates of employment.

REFERENCES

Please list 3 professional references

Full name	Relationship
Company	Phone
Email	Years Known
Full name	Relationship
Company	Phone
Email	Years Known
Full name	Relationship
Company	Phone
Email	Years Known

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain:		

1. I certify that all statements are true and complete to the best of my knowledge. I authorize investigation of all information contained in this application.
2. I authorize any person, organization or company listed on this application to furnish to the City of Webster Groves any and all information concerning my previous employment, education and qualifications for employment, and hereby release any such person, organization or company from any liability that may result from furnishing such information.
3. I understand that any falsification, misrepresentation or omission of facts called for herein will be sufficient cause for rejection of my application for employment. In the event I am employed, I understand that I may be terminated from employment in the event of any falsification, misrepresentation or omission of facts called for herein.
4. I understand that any position I am offered may be contingent upon my passing a physical examination, drug/alcohol test, and/or criminal background screening. I authorize the City of Webster Groves to obtain a copy of my criminal record from any law enforcement agency for use in processing this application.
5. I understand, based on the position I have applied for, I may be subject to additional testing/screening, including but not limited to a personality profile assessment. I further understand that I may be subject to a credit check in compliance with the Fair Credit Reporting Act (FCRA) regulations, and that if I am, I will be provided additional forms for this purpose.
6. I understand, if I am employed by the City of Webster Groves, that I will be required to provide verification of my identity and employment authorization to work in the U.S.

I understand and agree to the information above.

IMPORTANT!! By entering your name and date below, you are legally signing your application.

Signature

Date

You may submit this application via email, fax, mail, or in person.

EMAIL: After you save your application, you may email it to HR@webstergroves.org. You may also attach a resume, cover letter, or other documentation to your email.

FAX: Fax the completed application to HR: (314) 963-3398.

MAIL or IN-PERSON: Deliver to the following address:

Human Resources
City of Webster Groves
4 East Lockwood Ave
Webster Groves, MO 63119