



**City of Battlefield**  
 5434 S. Tower Drive  
 Battlefield, Missouri 65619  
 (417) 883-5840 phone  
 (417) 883-8189 fax  
 www.battlefieldmo.gov

## Application for Employment

*Applicant may be tested for illegal drugs*

Date \_\_\_\_\_

### Personal Information

Last Name	First	Middle
Phone No.	Social Security No.	
Physical Address	City, State, Zip	
Email		

### Position

Desired Position				Desired Salary	
Full-time	Part-time	Nights	Weekends	Holidays	Date you can start _____
Typing WPM _____					
Are you familiar with Word?		<input type="checkbox"/> No <input type="checkbox"/> Yes	Excel?		<input type="checkbox"/> No <input type="checkbox"/> Yes
Are you employed now?		<input type="checkbox"/> No <input type="checkbox"/> Yes	May we contact your present employer?		<input type="checkbox"/> No <input type="checkbox"/> Yes
Are you available for an online interview via Facetime or Skype? <input type="checkbox"/> No <input type="checkbox"/> Yes					
If so how may we contact you? _____					

### General Information

Are you a citizen of the United States?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you or your spouse ever been in the Armed Forces?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you have a driver's license?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you had any moving violations during the past three years?	How Many? _____	
Have you had any accidents during the past three years?	How Many? _____	

## Education

High School	Location	Did you graduate	
College	Location	Years Completed	Major & Degree
Trade, Business or Correspondence School	Location	Years Completed	Major & Degree

## Work History

*Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.*

May we contact your previous supervisor for a reference? <span style="float: right;"> <input type="checkbox"/> No    <input type="checkbox"/> Yes                 </span>				
Employer	Address	Phone No.	From	To
Supervisor	Job Title	Salary	Reason for leaving	
Job duties				
May we contact your previous supervisor for a reference? <span style="float: right;"> <input type="checkbox"/> No    <input type="checkbox"/> Yes                 </span>				
Employer	Address	Phone No.	From	To
Supervisor	Job Title	Salary	Reason for leaving	
Job duties				
May we contact your previous supervisor for a reference? <span style="float: right;"> <input type="checkbox"/> No    <input type="checkbox"/> Yes                 </span>				
Employer	Address	Phone No.	From	To
Supervisor	Job Title	Salary	Reason for leaving	
Job duties				

## Reference

Please list three reference, other than relative, or previous employers			
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position of which you are applying.

## Authorization

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative”.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

***Thank you for your interest in our city!***

*For current opening visit our website at [www.battlefieldmo.gov](http://www.battlefieldmo.gov)*

*We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, gender, religion, disability, or national origin.*