

APPLICATION FOR EMPLOYMENT

City of Bridgeton
12355 Natural Bridge Road
Bridgeton, MO 63044

This application form is intended for use in evaluation your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. Additional testing of job-related skills and for the presence of alcohol and/or drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you may be required to submit to a medical review. Depending on city policy and the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the city.

NAME (Last, First, Middle Initial): _____

Current Address: _____ **City:** _____ **State:** _____ **Zip** _____

Home Phone: () _____ **Cell Phone:** () _____

How long have you lived at your current address: _____

Prior Address: _____ **City:** _____ **State:** _____ **Zip** _____

List states and counties of residence for the past seven years. _____

Yes No **Have you been convicted of a felony and/or been incarcerated? If so, please describe below. (In accordance with City policy this information will be reviewed for job relatedness and time since last conviction.)**

Incident	City/State	Charge

Driver's License #: _____ **State of Issuance:** _____

Are you a U.S. citizen? Yes No

If not, enter your alien registration #: _____

If you are under the age of 16 there are certain legal restrictions as to the number of hours and the kind of work you can perform . If you are under the age of 16, your age here. _____

Position Applied For: _____ **Date:** _____

- Full Time Part Time Seasonal

How did you learn about us?

- Advertisement Friend Walk In
 Employment Agency Other Relative

EDUCATION

Check highest level of education attained:

- Grade School High School College

WORK HISTORY

Listing your most recent employment first, list employer(s) for past 10 years. Ask for additional pages as required.

MOST RECENT EMPLOYER	
Name & Location:	Phone Number:
Length of employment (from-to):	
Kind of work done:	Wage rate or salary: \$
Why did you leave:	
SECOND MOST RECENT EMPLOYER	
Name & Location:	Phone Number:
Length of employment (from-to):	
Kind of work done:	Wage rate or salary: \$
Why did you leave:	
THIRD MOST RECENT EMPLOYER	
Name & Location:	Phone Number:
Length of employment (from-to):	
Kind of work done:	Wage rate or salary: \$
Why did you leave:	
FOURTH MOST RECENT EMPLOYER	
Name & Location:	Phone Number:
Length of employment (from-to):	
Kind of work done:	Wage rate or salary: \$
Why did you leave:	

Have you ever been bonded?	•Yes	•No
Have you ever been refused bond?	•Yes	•No
Have you ever been fired?	•Yes	•No

If yes, explain. _____

Have you ever been asked to resign?

•Yes

•No

If yes, explain. _____

Are you related to any employee of the City of Bridgeton?

•Yes

•No

If so, who? _____

Give names and addresses of three references other than relatives.

Name: _____ Phone #: _____

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

Relationship to you: _____

Name: _____ Phone #: _____

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

Relationship to you: _____

Name: _____ Phone #: _____

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

Relationship to you: _____

I certify that the answers given are true to the best of my knowledge and I understand that falsification of any answer or documentation furnished with this application is grounds for discharge.

Signature of Applicant

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status of the presence of a non-job related medical condition or disability.

INFORMATION TO YOUNG WORKERS ABOUT THE FAIR LABOR STANDARDS ACT

The Fair Labor Standards Act (FLSA) sets wage, hour, and employment standards that affect most workers in the United States, including young people. The standards affecting young workers vary for different age groups.

If you are 18 years old, you may work at any time in any job.

If you are 16 or 17 years old, you may work in any occupation except those declared hazardous by the Secretary of Labor.

If you are under the age of 16 you must supply an employment and age certificate to the City.

If you are 14 or 15 years old, you may work in officer, clerical, and sales jobs. But you **may not** work:

- During school hours
- Before 7 a.m. or after 7 p.m. (9 p.m. from June 1 through Labor Day)
- More than 18 hours a week during school weeks
- More than 3 hours on school days
- More than 40 hours a week on non-school weeks
- More than 8 hours on non-school days

If you work on a job covered by the Fair Labor Standards Act, you must be paid the same minimum wage and overtime pay as older workers, unless a specific exemption applies.

The City of Bridgeton participates in E-Verify. E-Verify is a program to confirm work authorization.

For more information contact the Department of Homeland Security at 1-888-464-4218. Additional

information will be supplied upon request.