



THE CITY OF MERRIAM

9001 W 62nd Street, Merriam, Kansas 66202-2815 website: www.merriam.org

Application for Employment

Notice to Applicant:

Complete this application carefully and completely. This information will aid us in evaluating your qualifications. Please attach additional paper and/or documents if necessary to more fully explain your answers. The City of Merriam welcomes all qualified applicants without regard to their race, color, religion, gender, national origin, age, veteran status, marital status, medical condition or disability. All offers of employment are conditional upon successfully passing all appropriate examinations and lab tests to include a drug screen. Physical and/or other examinations are used to determine if applicants are qualified to perform the essential functions of the position with or without reasonable accommodation.

The City of Merriam is an at-will employer. Either the employee or the City can terminate the employment relationship at will, with or without cause, at any time.

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

Position(s) applying for _____ Date _____

Name (Last, First, Middle) _____
(Please print your full name clearly) (Email Address) _____

Address _____
Must provide a complete address (Number & Street, Apt. #, City, State & Zip Code)

Previous Address (Past 5 Years) _____

Phone number(s) _____ or _____
Home Cell

Please indicate the type of position you are willing to accept: Full-time Part-time Seasonal Temporary Volunteer

Will you work overtime? ___ Yes ___ No Date available for work _____

Do you have the legal right to work in the United States? ___ Yes ___ No Are you at least 18 years of age? _____

If hired, valid documentation will be required to verify eligibility.

Have you applied with the City of Merriam before? ___ If so, when? _____ Position applied for _____

Have you been employed with the City of Merriam? ___ Dates _____ Position _____

Reason for leaving _____

Have you ever been convicted of a felony crime or misdemeanor other than a traffic violation? ___ Yes ___ No. If yes, complete the following:

Date charges were filed _____ Nature of the felony/misdemeanor _____

Jurisdiction involved (Law enforcement agency) _____

Are you a registered sex offender? ___ Yes ___ No. If so, where are you registered? _____

***** A conviction record may not automatically disqualify you from employment with the City *****

Have you ever been bonded? _____ If yes, in what positions _____

Have you ever been refused? _____ Are you a notary public? _____

Driving Record Violations? _____ Valid driver's license # and State: _____

The City of Merriam does conduct background checks/investigations.

How did you hear of this position?

Newspaper (specify): _____

Web Site (specify): _____

Other: _____

Friend _____

City Employee _____
please provide name

EMPLOYMENT HISTORY

- Begin with present or most recent employment. You may use additional paper if necessary.
- May we contact your present employer regarding qualifications and record of employment? _____
- May we contact other employers listed? _____

PLEASE PROVIDE ALL INFORMATION REQUESTED BELOW (do not put down SEE RESUME ATTACHED)

Dates of Employment From To Hours Per Week	Name of Employer & Address	Job Title & Brief Description of Work Performed
Supervisor _____		
Reason for Leaving _____		
Telephone _____ # of Employees Supervised _____ Final Salary _____		

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Account for any time that you were unemployed: _____

EDUCATION

Name of School	Address/ Zip Code	# of Years Completed	Did you Graduate?	Degree & Major	# of credits completed
High School/ GED					
College					
Graduate Work					
Other (Specify)					

SKILLS

Please check those skills which you have acquired:

<p><i>Clerical/Office</i></p> <p><input type="checkbox"/> Accts. Payable</p> <p><input type="checkbox"/> Accts. Receivable</p> <p><input type="checkbox"/> Adding Machine</p> <p><input type="checkbox"/> Cash Register</p> <p><input type="checkbox"/> Correspondence</p> <p><input type="checkbox"/> Credit Card Mach.</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Dictaphone</p> <p><input type="checkbox"/> Gen. Accounting</p> <p><input type="checkbox"/> Inventory</p> <p><input type="checkbox"/> Payroll</p> <p><input type="checkbox"/> Phone Reception</p> <p><input type="checkbox"/> Purchasing</p> <p><input type="checkbox"/> Records Mgmt.</p>	<p><i>Computer</i></p> <p><input type="checkbox"/> Database Maint.</p> <p><input type="checkbox"/> Spreadsheets</p> <p><input type="checkbox"/> Word Processing</p> <p><i>Maintenance</i></p> <p><input type="checkbox"/> Asphalt Work</p> <p><input type="checkbox"/> Bulldozer</p> <p><input type="checkbox"/> Carpentry</p> <p><input type="checkbox"/> Chain Saw</p> <p><input type="checkbox"/> Concrete Work</p> <p><input type="checkbox"/> Construction</p> <p><input type="checkbox"/> Dump Truck</p> <p><input type="checkbox"/> Equipment Oper.</p> <p><input type="checkbox"/> Gen. Maintenance</p>	<p><i>Maintenance (cont.)</i></p> <p><input type="checkbox"/> Grader</p> <p><input type="checkbox"/> Hand Tools</p> <p><input type="checkbox"/> Landscaping</p> <p><input type="checkbox"/> Mowing</p> <p><input type="checkbox"/> Snow Plow</p> <p><input type="checkbox"/> Street Sweeper</p> <p><input type="checkbox"/> Truck Driver</p> <p><input type="checkbox"/> Vehicle Maint.</p>	<p><i>Prof/Other</i></p> <p><input type="checkbox"/> Bldg. Inspections</p> <p><input type="checkbox"/> CAD</p> <p><input type="checkbox"/> CDL</p> <p><input type="checkbox"/> Codes Enforcing</p> <p><input type="checkbox"/> Const. Inspections</p> <p><input type="checkbox"/> Drafting</p> <p><input type="checkbox"/> Electrical Repair</p> <p><input type="checkbox"/> GIS</p> <p><input type="checkbox"/> Graphic</p> <p><input type="checkbox"/> Illustrating</p> <p><input type="checkbox"/> Notary Public</p> <p><input type="checkbox"/> Photography</p> <p><input type="checkbox"/> Plumbing</p>
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Do you speak any language other than English? Yes No Fluent? Yes No Which one(s) _____

Please specify any other skills: _____

Use this space to list any additional information (hobbies, interests, volunteer organizations, etc.):

List occupation or professional licenses, certificates or registrations which you hold:

REFERENCES

List personal acquaintances who can give reference of your character and ability. Do not include relatives.

<u>Name and address</u>	<u>Telephone</u>	<u>Occupation</u>	<u>Years Acquainted</u>
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ALCOHOL & DRUG SCREENING REQUIREMENT

I understand and agree that, as a condition of employment and, if employed, as a condition of continued employment, I may be required to submit to drug and alcohol screening tests to determine compliance with the City of Merriam's policy on Drug and Alcohol abuse. Failure to comply with the testing program will be grounds for disqualification or immediate discharge. I understand that I can review and receive a copy of the City's Drug and Alcohol screening policy upon request.

Signature *(Applicant must sign in order to be considered for any position with the City of Merriam)* **Date**

AUTHORIZATION FOR RELEASE OF INFORMATION

This authorizes the City of Merriam or its representatives to fully investigate, in the manner it deems appropriate, the information contained in my application. I understand that the information obtained by the City of Merriam is for internal use only and will not be released to unauthorized persons.

This document also authorizes all individuals, partnerships, corporations or other entities to release to the City of Merriam or its authorized representatives, any and all information, records or documents whatsoever deemed by the City of Merriam or its representatives to be necessary to complete its investigation on my application. Said information or documents may concern but are not necessarily limited to my current or past salaries, finances, credit ratings or reports, accounts, background, general reputation, military services, criminal conviction record, civil litigations, bankruptcy record, driving record, and former employment history including the reason(s) for termination.

I hereby release any records custodian from any and all damages or liability resulting from providing to the City of Merriam the information authorized hereby and complying with this Authorization. This release is binding upon my heirs and representatives.

Should there be any question as to the validity or intent of this Release, you may contact me for clarification.

Signature *(Applicant must sign in order to be considered for any position with the City of Merriam)* **Date**

FOR EMPLOYER'S USE ONLY

References Checked:

Application Reviewed By:

Comments:
