

APPLICATION FOR EMPLOYMENT

CENTRAL COUNTY EMERGENCY 911
22 Weis Avenue
Ellisville, MO 63011-2141

WWW.CCE911.ORG

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied for _____ *Date of Application* _____ / _____ / _____

How Did You Learn About Us?

Advertisement

Friend

Walk-in

Employment Agency

Relative

Other _____

Last Name

First Name

Middle Name

Address

City

State

Zip Code

Telephone Number(s)

Email Address

Are you at least 18 years of age?

Yes No

Have you ever filed an application with us before?

Yes No

May we contact your present employer?

If Yes, give date _____

Yes No

Are you legally authorized to work in the United States?

Yes No

A completed I-9 will be required upon employment.

On what date would you be available for work?

Date _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall?

Yes No

Education

| School | Full Name / Address / Phone Number of School | Course of Study/ GPA | Years Completed | Diploma or Degree | Degree Date (MM/YY) |
|--------------------------|---|----------------------------|--------------------|-------------------|---------------------------|
| High School | | | | | |
| Undergrad College | | | | | |
| Graduate Professional | | | | | |
| Other (Specify) | | | | | |

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|---|
| Describe any job-related training received. |
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| <u>Other Qualifications</u> Summarize special job-related skills and qualifications acquired from employment or other experience. |
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Employment Experience

List below each of your last four (4) Employers. Do not write “see resume” in this section. You must complete this section in full to be considered for employment. Start first with the most recent employer. Include any self-employed detail.

| | | | |
|------------------------|---------------------------|---------------|-----------------------|
| Employer | Dates Employed | | Work Performed |
| | FROM (MM/YY) | TO (MM/YY) | |
| Address City State Zip | | | |
| Phone Number(s) | Hourly Rate/Salary | | |
| | Starting | Final | |
| Job Title Supervisor | | | |
| Reason For Leaving | | | |
| Employer | Dates Employed | | Work Performed |
| | FROM (MM/YY) | TO (MM/YY) | |
| Address City State Zip | | | |
| Phone Number(s) | Hourly Rate/Salary | | |
| | Starting | Final | |
| Job Title Supervisor | | | |
| Reason For Leaving | | | |
| Employer | Dates Employed | | Work Performed |
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| Address City State Zip | | | |
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| Address City State Zip | | | |
| Phone Number(s) | Hourly Rate/Salary | | |
| | Starting | Final | |
| Job Title Supervisor | | | |
| Reason For Leaving | | | |

Employment Experience - continued

If you need additional space for your employment experience, please attach a separate sheet of paper.

Have you ever been disciplined or discharged from employment? _____ Yes _____ No

Have you ever been asked to resign from employment? _____ Yes _____ No

If your answer to either of the above questions is "Yes" please write a full description of the circumstances below.

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Professional References

References should not be related to you and should be someone who can speak to your work history/experiences.

**Please list both an email address and phone number for each of your references.*

1.

Name _____ *Email* () _____ *Phone #*

Address / City/ State/ Zip

2.

Name _____ *Email* () _____ *Phone #r*

Address / City/ State/ Zip

3.

Name _____ *Email* () _____ *Phone #*

Address / City/ State/ Zip

APPLICANT'S STATEMENT

AUTHORIZATION: READ CAREFULLY

I hereby certify that my answers are true, correct and complete and further understand that any information withheld or falsely provided by me and/or in connection with my Application for Employment will subject me to immediate termination of employment.

I believe that information concerning my performance as an employee, as well as information concerning my personal habits, conduct, deportment, as well as the information outlined hereinabove will assist me in obtaining employment with Central County Emergency 911. Therefore, in consideration for Central County Emergency 911's act of considering me for employment, I hereby agree to release and hold harmless Central County Emergency 911 together with its officers, agents, employees, affiliated fire protection districts, municipalities, subsidiaries, successors and assigns from any, and all liability in any way related to the investigation of my suitability for employment with Central County Emergency 911, including, but not limited to any liability relating to contract and/or discussions with any of my employers, relatives, and/or acquaintances (past and/or present). Moreover, I specifically authorize any person (natural or otherwise) to make full response to any inquiry in connection with my Application for Employment with Central County Emergency 911, and I release any such person from all liability arising therefrom.

I understand that in the event I am employed by Central County Emergency 911: my employment will not be for any specific period, length, or term of employment; my employment and compensation can be terminated by me or Central County Emergency 911 at any time, with or without notice; and that no present or future employee handbook, policy manual or publication constitutes an employment agreement or contract. I further understand that no employee of Central County Emergency 911 (other than the Board of Directors) has the authority to commit to employment for anyone for any definite or estimated period of time. I further certify that no representations contrary to the above are, in the future, made to me by anyone, I agree to notify the Board of Directors of Central County Emergency 911 in writing, within 48 hours of communications of any such representation.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For is Open: _____ Yes _____ No

Position(s) Considered For: _____

Date _____

FOR PERSONNEL DEPARTMENT USE ONLY

Application Submitted _____ **Date** _____

Arrange Testing _____ Yes _____ No **Date** _____

Arrange Interview _____ Yes _____ No **Date** _____

Remarks

Background Check Authorization Submitted _____ Yes _____ No **Date** _____

Background Check Completed _____ Yes _____ No **Date** _____