



Application For Employment

Pre-Employment Questionnaire
(An Equal Opportunity Employer)

(Please complete all shaded areas)

Personal Information

Date: _____

Name: _____ S.S. #: _____

Last
First
Middle

Present Address: _____

Street
City
State
Zip

Permanent Address: _____

Street
City
State
Zip

Phone Number: _____ E-Mail Address: _____

Are you 18 years or older? (21 for Police and Fire) Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? Yes No

Employment Desired

Position _____ Date You Can Start: _____ Salary Desired: _____

Are you employed now? If so, may we inquire of your present employer?

Ever applied with the City of Rolla before? Position? _____ When? _____

How did you learn of this opening? _____

Education	Name and Location of School	Years Attended	Did You Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				
Subjects of special study or research work:				
Special Skills:				

Activities (Civic, Athletic, etc.): _____

Exclude organizations, the name of which indicates the Race, Creed, Sex, Age, Marital Status, Color or Nation of Origin of its members.

U.S. Military Service Rank _____ Presently in Nat'l Guard or Reserves

Former Employers		(List below Last Three Employers, starting with most recent first.)			
Date Month & Year		Name and Address of Employer	Yearly Salary	Position	Reason for leaving
From					
To					
From					
To					
From					
To					
From					
To					

Which of these jobs did you like best? _____

What did you like most about the job? _____

References		Give the names of three persons not related to you, whom you have known at least one year.		
Name	Address	Business	Years Acquainted	

In case of emergency notify: _____

Name Address Phone

"By completing the fields below, I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the rules and regulations of the City of Rolla, Missouri, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the City's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the City. I understand that no City representative, other than the City Administrator, and then only when in writing and signed by the City Administrator, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date: _____ Please type your name: _____

This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

