



CITY OF SEDALIA

Application for Employment

If you have taken the NCRC test
and have a certificate level,
please indicate color below:

Position Applying For:

APPLICANT INFORMATION			
Last Name:	First:	M.I.	Date:
Street Address:		Apartment/Unit#	
City:	State:	Zip:	
Phone: ()		E-mail Address:	
Date Available:	Employment Desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Desired Salary \$		
Are you authorized to work in the U.S.?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you ever worked for the City?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Department:	Year(s):
Are you related to any City employee(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Relative:	

EDUCATION		
High School:	Address:	
	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree:
College:	Address:	
	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree:
Other:	Address:	
	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree:

REFERENCES	
<i>Please list three references:</i>	
Full Name:	Relationship:
Company:	Phone: ()
Address, City, State, Zip:	
Full Name:	Relationship:
Company:	Phone: ()
Address, City, State, Zip:	
Full Name:	Relationship:
Company:	Phone: ()
Address, City, State, Zip:	

PREVIOUS EMPLOYMENT			
<i>Please list three most recent positions, beginning with the most recent.</i>			
Company:		Phone: ()	
Address:	City, State, Zip:		Supervisor:
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities			
From: / to /		Reason for Leaving:	
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company:		Phone: ()	
Address:	City, State, Zip:		Supervisor:
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From: / to /		Reason for Leaving:	
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company:		Phone: ()	
Address:	City, State, Zip:		Supervisor:
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities			
From: / to /		Reason for Leaving:	
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			

DISCLAIMER AND SIGNATURE	
<p>I certify that my answers are true and complete to the best of my knowledge. I understand that any misrepresentation or omission of information made by me in this application or any other documentation submitted for consideration of my employment will be sufficient cause for immediate discharge regardless of length of employment. I further understand that failure to complete this application in its entirety may be cause for my application to be disqualified from consideration. Applicants may request any needed accommodation to participate in the application process.</p> <p>In consideration of my employment, I agree to conform to the policies and procedures of the City of Sedalia, Missouri. Any employment and compensation can be terminated or changed with or without cause, and with notice at any time, at the option of the City of Sedalia.</p> <p>I hereby authorize the City of Sedalia, Missouri to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying such confident information. I further agree that the City of Sedalia may furnish like information to those with whom I may hereafter seek employment and agree to save the City of Sedalia free and harmless from any and all liability thereof.</p>	
Signature	Date

The City of Sedalia, Missouri is an equal opportunity employer. It is the policy of the City of Sedalia to recruit, hire and promote employees in a manner which does not discriminate against any individual because of race, religion, national origin, sex, age or disability.

City of Sedalia, Missouri • 200 South Osage Avenue • Sedalia, Missouri 65301 • www.cityofsedalia.com/jobs



SKILL SHEET

(Please place a checkmark on all areas that reflect your skill or credential)

1. Motor Vehicles: (Operate or have certification)

- _____ Class B CDL Missouri Driver's License
- _____ Standard Transmission Vehicle
- _____ 1 ½ Ton Flatbed Truck
- _____ Dump Truck

2. Other Equipment: (Operation)

- _____ Front End Loader
- _____ Backhoe
- _____ Skid Steer (Bob Cat)
- _____ Zero Turn Mower
- _____ Concrete Saw
- _____ Surveyor's Transit
- _____ Stump Grinder
- _____ Chain Saw

3. Please Checkmark Other Jobs that you are able to perform:

- _____ Building and setting concrete forms
- _____ Pouring concrete curbs, driveways or sidewalks
- _____ Pouring concrete foundations / retaining walls
- _____ Accurately filling out daily reports
- _____ Operate two-way radios

4. Clerical and Other Skills:

- _____ Typing (_____ words per minute)
- _____ Knowledge of Microsoft Office Programs
- _____ Operate a computer system
- _____ Additional Language
- _____ Please Specify _____

5. Can you read blueprints Yes No

6. Have you previously had supervision experience? Yes No

7. If answer is Yes, number being supervised _____ How Long _____

8. Other Information to be considered: _____
