

# THE CITY OF MERRIAM

9001 W. 62<sup>nd</sup> 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.**

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 \_\_\_\_\_ Social Security # \_\_\_\_\_  
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? \_\_\_\_\_ 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): \_\_\_\_\_

Friend \_\_\_\_\_

Walk-in \_\_\_\_\_

Web Site (specify): \_\_\_\_\_

Posted notice \_\_\_\_\_

City Employee \_\_\_\_\_

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## 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? \_\_\_\_\_

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Dates of Employment	Name of Company & Address	Job Title & Brief Description of Work Performed
Hours Per Week		

Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Telephone \_\_\_\_\_ # of Employees Supervised \_\_\_\_\_ Final Salary \_\_\_\_\_

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Telephone \_\_\_\_\_ # of Employees Supervised \_\_\_\_\_ Final Salary \_\_\_\_\_

Account for any time that you were unemployed:

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## 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)					

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## SKILLS

**Please check those skills which you have acquired:**

***Clerical/Office***

Accts. Payable  
Accts. Receivable  
Adding Machine  
Cash Register  
Correspondence  
Credit Card Mach.  
Customer Service  
Dictaphone  
Gen. Accounting  
Inventory  
Payroll  
Phone Reception  
Purchasing  
Records Mgmt.

***Computer***

Database Maint.  
Spreadsheets  
Word Processing

***Maintenance***

Asphalt Work  
Bulldozer  
Carpentry  
Chain Saw  
Concrete Work  
Construction  
Dump Truck  
Equipment Oper.  
Gen. Maintenance

**Grader**

Hand Tools  
Landscaping  
Mowing  
Snow Plow  
Street Sweeper  
Truck Driver  
Vehicle Maint.

***Public Safety***

E. M. T.  
Firefighting I  
Firefighting II  
FSEE  
CPAT

***Prof/Other***

Bldg. Inspections  
CAD  
CDL  
Codes Enforcing  
Const. Inspections  
Drafting  
Electrical Repair  
GIS  
Graphic  
Illustrating  
Notary Public  
Photography  
Plumbing

Do you speak any language other than English?  Y  N Fluent?  Y  N 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:

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## 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.*

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

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## 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.

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

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## FOR EMPLOYER'S USE ONLY

References Checked:

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Application Reviewed By:

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Comments:

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