



# BOARD OF PUBLIC WORKS

CITY OF HANNIBAL

OFFICE 573-221-8050

FAX 573-221-7522

www.hannibalbpw.org

## ELECTRIC, WATER AND SEWER DEPARTMENTS

3 INDUSTRIAL LOOP DRIVE

• PO BOX 1589

• HANNIBAL, MISSOURI 63401-1589

### Application for Employment

The Board of Public Works is an equal opportunity employer. Applications receive consideration for employment without discrimination because of race, religious creed, color, ancestry, age, sex, handicap, national origin, marital or veteran status. If selected for employment, a prospective employee must provide satisfactory references for the Company and meet our medical qualifications. All information is treated confidentially.

#### Please Type or Print in Ink and Sign on Page Three

<b>PERSONAL DATA</b>	Name	First	Middle	Last	Date of Application
	Present Address (No. and Street)	City		State	Zip
	Length of Residence	City		State	Zip
	Previous Address (No. and Street)	City		State	Zip
	Have you worked or attended school under another name?	Social Security Number		Telephone	
	Yes No (Name)			Home	Message
	In case of an emergency call (Name)	Address (No. and Street)		City	
				Telephone	Home Message

<b>GENERAL INFORMATION</b>	For what position are you applying? _____	Expected earnings _____
	(Note: Please be specific and list one position, "Any" is not acceptable.)	
	Date Available _____	Present earnings _____ (Incl. Bonuses, Overtime, Etc.)
	Have you ever filed an application here before? Yes No	Have you ever been employed here before? Yes No
	If Yes, give date _____	If Yes, give date _____
	What Prompted your application? Own Accord      Employment Agency      Advertisement      Employee Referral      Other _____	
	Who referred you to us for employment? _____	
	Name of friends or relatives employed here: _____	
Have you ever been convicted of, or pled guilty or nolo contendere to any crime (other than a minor traffic violation)? (Note that conviction of a crime will not necessarily disqualify an applicant - the nature of the crime and when the conviction occurred will be considered)	Yes	No
If YES, give details (use separate sheet if necessary) _____		
Citizenship: Do you have a legal right to remain permanently and work in the United States? (Proof of Citizenship or permanent resident alien status will be required after employment.)	Yes	No

<b>HEALTH DATA</b>	Do you have any condition or handicap which may limit your ability to perform the job applied for? If, yes, what can be done to accommodate your limitation? (Any information provided will be kept confidential except in certain circumstances such as when supervisors may be informed regarding work restrictions or necessary accommodations and medical and safety department personnel if the condition might require emergency treatment.)

U.S. MILITARY RECORD	Branch of Service	Description of duties performed
	Rank	Present membership in National Guard or Reserves
	Service Schools	Type of course

### Employment History

List positions for which you received wages.

List in reverse chronological order starting with present or most recent. (Use separate sheet if necessary)

Position Title	Dates and Salary		Company Name, Address and Telephone Number	Name and Title of Immediate Supervisor	Reason for Leaving
	From	To			
	\$ /mo	\$ /mo			
	\$ /mo	\$ /mo			
	\$ /mo	\$ /mo			
	\$ /mo	\$ /mo			
	\$ /mo	\$ /mo			
	\$ /mo	\$ /mo			
	\$ /mo	\$ /mo			
	\$ /mo	\$ /mo			

Indicate those employers above you **do not** wish us to contact \_\_\_\_\_

### Education

Schools	School Name and Location	Dates (Mo. & Yr.)		GPA	Graduated Yes / No	Degrees Received	Areas of Specialization (Majors & Minors)
		From	To				
High School		X	X				
College or University							
Graduate School							
Business or Trade Schools							
Corresp. or Night School							

Do you plan to continue your schooling while working?                      Yes                      No

If yes, explain \_\_\_\_\_

### Special Training or Qualifications

Office Machines Operated: \_\_\_\_\_

Typing Speed \_\_\_\_\_ wpm

Shorthand Speed \_\_\_\_\_ wpm

If word processing experience, what type of equipment: \_\_\_\_\_

Factory, shop or building maintenance machines operated: \_\_\_\_\_

Any other specific skills or qualifications: \_\_\_\_\_

**Special Activities**

Please list organizations, clubs, professional societies, or other associations to which you belong. You may omit those which indicate your race, religious creed, color, national origin, ancestry, sex or age.

Organization		Active Participation		Special Duties or Offices Held
Type	Name	From	To	

**Character References**

Character References (Do not give relatives or former employers)	Address (Where person may be contacted - preferably during the day)	Telephone Number

**Additional Comments**

Please give any additional employment related information which describes your interests and qualifications.

I authorize all persons, schools, companies, corporations and government agencies to supply any information to the Board of Public Works concerning my background and release them from all liability arising from providing that information.

I understand and agree that my employment is for no definite period and may be terminated at any time without any previous notice. I further understand no promise or guarantee of employment is valid unless made in writing by the Board of Public Works. I understand that misrepresentation or omission of facts called for is cause for dismissal. In addition, I understand any offer of employment made to me is contingent upon a satisfactory driver's license background check and my passing a pre-employment physical, which will include a drug test. I understand any offer of employment is contingent upon compliance with the Immigration Reform and Control Act of 1986 which requires evidence of U.S. citizenship or U.S. resident status and a birth certificate or other evidence of date of birth as stipulated by the Immigration and Naturalization Service.

I understand this application becomes inactive after 6 months unless renewed personally or in writing.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
Date

All applicants will be considered without regard to race, color, religion, age, sex, national origin, veteran status or handicap.