



# City of Lone Jack

207 N. Bynum Road • Lone Jack, Missouri 64070 • (816) 697-2503 • Fax (816) 697-1808  
<http://www.lonejackmo.org>

## EMPLOYMENT APPLICATION

The **City of Lone Jack** is an Equal Opportunity Employer: It is our policy to abide by all Federal and State laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status, disability, or sexual orientation except where a reasonable, bona fide occupational qualification exists.

### PLEASE PRINT OR TYPE PLAINLY:

Date: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Number and Street City State ZIP Code

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_  
Area Code and Number Area Code and Number

Are you legally eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you work: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Seasonal or Temporary

Will you work overtime, if asked? \_\_\_\_\_ Yes \_\_\_\_\_ No

If your application is favorably considered, date you will be available for work: \_\_\_\_\_

Pay expected: \_\_\_\_\_

Have you been convicted of a felony or misdemeanor within the last 7 years:  
(Conviction will not necessarily disqualify applicant from employment.)

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered "Yes", please explain: \_\_\_\_\_

\_\_\_\_\_

A valid driver's license may be required for this position. Please complete:

\_\_\_\_\_  
State of License License Number Expiration Date

Is your driver's license a Commercial Driver's License (CDL)? \_\_\_\_\_Yes \_\_\_\_\_No  
If so, what Class? \_\_\_\_\_

Do you have any relatives working for the City? If so, please list their names and relationship to you: \_\_\_\_\_

Veteran of the U.S. Military Service? \_\_\_\_\_Yes \_\_\_\_\_No (Police Only)

**Police Officer Applicants Only:** Are you 21 years of age or older? \_\_\_\_\_Yes \_\_\_\_\_No

### **EDUCATION**

**Give your complete educational history below. The "Remarks" section may be used to explain or supplement your education record; for example, special courses, skills, experience, etc.**

Elementary High School College/University Graduate

School Name: \_\_\_\_\_

Years completed  
(Please circle): 4 5 6 7 8 9 10 11 12 1 2 3 4 1 2 3 4

Diploma/Degree: \_\_\_\_\_  
Describe Course  
of Study: \_\_\_\_\_

Honors received: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE LIST THREE (3) REFERENCES (NAME, ADDRESS, AND PHONE NUMBER).**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## EMPLOYMENT HISTORY

List employment for at least the past 7 years. Begin with your present position (or, if unemployed, your most recent employment), and work back.

From ____/____/____ to ____/____/____ month year month year	_____ Job Title	Salary: _____ _____ per hour, month, or year
Employer: _____ Address: _____		
Employer phone: _____ Reason for leaving: _____		
Job duties: _____		

From ____/____/____ to ____/____/____ month year month year	_____ Job Title	Salary: _____ _____ per hour, month, or year
Employer: _____ Address: _____		
Employer phone: _____ Reason for leaving: _____		
Job duties: _____		

From ____/____/____ to ____/____/____ month year month year	_____ Job Title	Salary: _____ _____ per hour, month, or year
Employer: _____ Address: _____		
Employer phone: _____ Reason for leaving: _____		
Job duties: _____		

From ____/____/____ to ____/____/____ month year month year	_____ Job Title	Salary: _____ _____ per hour, month, or year
Employer: _____ Address: _____		
Employer phone: _____ Reason for leaving: _____		
Job duties: _____		

From ____/____/____ to ____/____/____ month year month year	_____ Job Title	Salary: _____ _____ per hour, month, or year
Employer: _____ Address _____		
Employer phone _____ Reason for leaving _____		
Job Duties _____		

**SPECIAL SKILLS AND QUALIFICATIONS**

Summarize special skills and qualifications acquired from employment or other experience:

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May we contact your present employer as to your qualifications and character?

Yes    No

City of Lone Jack Policies

**Non-Discrimination Policy**

It is the policy of the City of Lone Jack that no person shall be discriminated against on the basis of race, color, religion, gender, age, national origin, mental or physical disability, or marital status. This policy affects all aspects of employment with the City; and all individuals who receive federally funded services from the City. For discrimination based on disability, this policy also affects all applicants, participants or beneficiaries in any service, program or activity of the City. The City of Lone Jack is an Equal Opportunity Employer and encourages diversity in the workplace.

**Privacy Statement**

The City of Lone Jack does not sell, loan or provide any personal information submitted on employment applications to businesses or individuals for the purpose of commercial use.

**Conditions of Employment**

Offers of employment with the City of Lone Jack are contingent upon applicants passing a pre-employment drug-screen and / or physical examination that may also include a psychological profile assessment.

In accordance with Federal law, proof of identity and authorization to legally work in the United States is required at the time of employment. If hired, you must complete the I-9 form as required by the U.S. Immigration and Naturalization Service no later than three (3) business days after your date of hire.

**Drug Free Work Environment**

It is the policy of the City of Lone Jack to maintain a work environment free of substance abuse. This policy applies to all current and prospective employees. In order to preserve employee fitness-for-duty and the safety of employees and the public, drug testing is a requirement for prospective employees and may be required of current employees in situations as prescribed by policy.

All employment offers are contingent upon the applicant successfully passing drug screening when required. Applicants who fail a drug testing will not be eligible for employment at the City for one year from the date of screening.

**Immigration Reform and Control Act**

All City of Lone Jack offers or employment are contingent on the applicant meeting the requirements of the Immigration Reform and Control Act, which requires new employees on the date of hire to show proof of identity and eligibility to work in the United States.

**Background and Reference Checks**

All candidate(s) will be asked to submit at least three reference contacts. The City of Lone Jack may conduct

background investigations and/or reference checks on candidate(s).

**Applicant Acknowledgement Statements**

To the best of my knowledge, the information herein is true and complete and I further attest to the following:

- I have not knowingly withheld any information requested on the application for or which may have been a bearing on the City of Lone Jack's employment decision about me.
- I understand that the City of Lone Jack may conduct a background investigation and/or check my employment references.
- I have not been rejected by the City of Lone Jack for a positive drug screen for one year prior to the date of this signed statement.
- I understand any offer of employment is contingent on my passing a pre-employment physical and or drug test, if applicable.
- If I do not pass a pre-employment physical and/or drug screen, any offer of employment will be rescinded.
- If hired and if applicable, I agree to submit to a random drug testing.
- If hired, I understand that I must provide proof of identity and authorization to work in the United States within three days of hire, as required by the Immigration Reform and Control Act. Failure to provide proper documentation will result in termination.
- If applicable, I will provide proof of a valid driver's license and acceptable driving record upon hire.
- If hired and if applicable to my position, I will ensure my Commercial Driver's License and/or Driver's License will be kept current throughout my employment in which such licenses are required.
- If hired and if applicable, I will ensure licenses and/or certifications that are required for my position are kept current or valid throughout my employment in which such licenses or certifications are required.
- I understand that nothing conveyed during the recruitment and interview process is intended to create an implied or explicit employment contract.
- I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, for termination at any time.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

How did you find out about this position?

**Newspaper:** Kansas City Star \_\_\_\_\_ Other Paper \_\_\_\_\_ Radio \_\_\_\_\_

Current Employee \_\_\_\_\_ Other \_\_\_\_\_ (Please specify)

**Cable TV** \_\_\_\_\_ **Website** \_\_\_\_\_

**Job Information Line** \_\_\_\_\_

**Other:** \_\_\_\_\_

**CITY OF LONE JACK**  
**Applicant's waiver of liability and release form**

Please read carefully before signing:

In order to permit the city of Lone Jack to make a thorough investigation of my background health, family, personal habits and reputation for the purpose of determining my fitness and suitability for employment with the City of Lone Jack, I, \_\_\_\_\_ hereby release from any liability and promise to hold harmless from any liability under any and all possible causes a legal action in any and all those who shall furnish my information or person or legal entity who may be contracted by the city of Lone Jack officers, agents or employees to release and transmit to such officers, agents or employees, any information, data or opinions they may have regarding my background, health and family. Personal entities contacted by the city of Lone Jack may release any and all legal privileges I may have to maintain such information as confidential, including but not limited to the following privileges Attorney-Client, Physician-Patient, Psychotherapist-patient, Clergymen-Penitent, Husband-Wife and Accounting-Client.

The undersigned further agrees to hold harmless and release from liability under any and all possible causes of legal action, the city of Lone Jack, its officers, agents and employees, for any statements, acts or omissions in the course of its investigation into my background, health, family, personal habits and reputation.

I further realize that it is necessary for the city of Lone Jack to thoroughly investigate all aspects of my personal background and qualifications and by applying for employment with the city of Lone Jack I expressly waive all of my legal rights and causes of action to the extent that the city of Lone Jack investigation (for purposes of evaluating my suitability for application of employment) may violate or information upon the aforementioned legal rights and causes of action of mine.

The release from liability given by me to this city of Lone Jack, its officers, employees, agents and all others are heretofore provided shall apply to any right of action that might accrue to myself, my heirs and my personal representatives.

This document must be signed in the presence of a notary public.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT**

STATE OF MISSOURI     )

)ss:

COUNTY OF JACKSON    )

\_\_\_\_\_ being duly sworn on oath depose and states that the answers to attached questionnaire, consisting of seven (5) pages, are true and correct to their best knowledge, information and belief.

\_\_\_\_\_  
Applicant's Signature

Subscribed and sworn before me, a notary public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_