

# APPLICATION FOR EMPLOYMENT

**City of Bridgeton**  
12355 Natural Bridge Road  
Bridgeton, MO 63044

This application form is intended for use in evaluation your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. Additional testing of job-related skills and for the presence of alcohol and/or drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you may be required to submit to a medical review. Depending on city policy and the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the city.

**NAME** (Last, First, Middle Initial): \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Home Phone:** ( ) \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

**How long have you lived at your current address:** \_\_\_\_\_

**Prior Address:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**List states and counties of residence for the past seven years.** \_\_\_\_\_

Yes  No **Have you been convicted of a felony and/or served time in the past seven years? If so, please describe below. (In accordance with city polity this information will be reviewed for job relatedness and time since last conviction.)**

Incident	City/State	Charge

**Driver's License #:** \_\_\_\_\_ **State of Issuance:** \_\_\_\_\_

**Are you a U.S. citizen?**  Yes  No

**If not, enter your alien registration #:** \_\_\_\_\_

**If you are under the age of 16 there are certain legal restrictions as to the number of hours and the kind of work you can perform . If you are under the age of 16, your age here.** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Full Time  Part Time  Seasonal

**How did you learn about us?**

Advertisement  Friend  Walk In  
 Employment Agency  Other  Relative

**EDUCATION**

Check highest level of education attained:

Grade School

High School

College

### WORK HISTORY

Listing your most recent employment first, list employer(s) for past 10 years. Ask for additional pages as required.

MOST RECENT EMPLOYER	
Name & Location:	Phone Number:
Length of employment (from-to):	
Kind of work done:	Wage rate or salary: \$
Why did you leave:	
SECOND MOST RECENT EMPLOYER	
Name & Location:	Phone Number:
Length of employment (from-to):	
Kind of work done:	Wage rate or salary: \$
Why did you leave:	
THIRD MOST RECENT EMPLOYER	
Name & Location:	Phone Number:
Length of employment (from-to):	
Kind of work done:	Wage rate or salary: \$
Why did you leave:	
FOURTH MOST RECENT EMPLOYER	
Name & Location:	Phone Number:
Length of employment (from-to):	
Kind of work done:	Wage rate or salary: \$
Why did you leave:	

Have you ever been bonded?

Yes

No

Have you ever been refused bond? Yes No

Have you ever been fired? Yes No

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

Have you ever been asked to resign? Yes No

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

Are you related to any employee of the City of Bridgeton? Yes No

If so, who? \_\_\_\_\_

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Give names and addresses of three references other than relatives.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

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I certify that the answers given are true to the best of my knowledge and I understand that falsification of any answer or documentation furnished with this application is grounds for discharge.

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

Rev. 10/12

**Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status of the presence of a non-job related medical condition or disability.**

**INFORMATION TO YOUNG WORKERS ABOUT THE FAIR LABOR STANDARDS ACT**

The Fair Labor Standards Act (FLSA) sets wage, hour, and employment standards that affect most workers in the United States, including young people. The standards affecting young workers vary for different age groups.

**If you are 18 years old**, you may work at any time in any job.

**If you are 16 or 17 years old**, you may work in any occupation except those declared hazardous by the Secretary of Labor.

**If you are under the age of 16** you must supply an employment and age certificate to the City.

**If you are 14 or 15 years old**, you may work in officer, clerical, and sales jobs. But you may not work:

- During school hours
- Before 7 a.m. or after 7 p.m. (9 p.m. from June 1 through Labor Day)
- More than 18 hours a week during school weeks
- More than 3 hours on school days
- More than 40 hours a week on non-school weeks
- More than 8 hours on non-school days

If you work on a job covered by the Fair Labor Standards Act, you must be paid the same minimum wage and overtime pay as older workers, unless a specific exemption applies.