

13. Have you ever served in the military? YES NO

Dates: From _____ To _____ Branch _____

Type of Discharge: _____ Do you claim Veteran's preference? YES NO

To receive veteran's preference, you must submit a copy of your DD214 and have served for more than 90 consecutive days during one of the following periods: April 6, 1917-Nov. 11, 1918; Dec. 7, 1941-Dec. 31, 1946; June 25, 1950-Jan. 31, 1955; Aug. 5, 1964-May 7, 1975; Aug. 25, 1982-Feb. 25, 1984 (Lebanon); Oct. 23, 1983-Nov. 21, 1983 (Granada); Dec. 20, 1989-Dec. 31, 1990 (Panama); Aug. 2, 1990-continuing (Persian Gulf) (and any other legally designated periods), and discharged under honorable conditions.

14. Have you ever been employed by the City of Branson? YES NO

If yes, Dates employed _____ Department _____

15. Name of High School Attended: _____

Did you graduate or obtain equivalency diploma? YES NO

VOCATIONAL EDUCATION (BUSINESS SCHOOL, TRADES SCHOOL, SERVICE SCHOOLS, ETC)

COLLEGE AND UNIVERSITY (UNDERGRADUATE, GRADUATE, PROFESSIONAL)

NAME AND LOCATION	COURSES OF STUDY	DIPLOMA, CERTIFICATE, OR DEGREE RECEIVED	CREDIT HOURS EARNED

NOTE: IF THE JOB POSTING FOR YOU ARE APPLYING FOR REQUIRES PROOF OF EDUCATION/TRAINING YOU MUST SUBMIT YOUR TRANSCRIPT(S) AND/OR CERTIFICATES. Copies of official transcripts are acceptable with the initial application. Official transcripts may be required during other phases of the selection process. All application materials, including transcripts, become property of the City of Branson and will not be returned.

16. Please list all licenses required for the desired position including license number(s), and expiration date(s). This includes Commercial Driver's License information. (Do **NOT** attach a copy of your driver's license to this application. A copy may be required during other phases of the selection process.)

17. In the spaces below, list your complete record of employment for the past ten years. Include military and past volunteer work if applicable. Begin with your present or most recent position and continue in descending order. If the vacancy announcement includes an experience requirement, **be sure to show clearly that you meet such requirement.** If more space is needed, attach separate sheet(s) to this application. *A resume is not a substitute, but may be included with your completed application.*

Employer		Hours worked per week	
Supervisor's Name, Title & Contact #		From MO/YR _____	To MO/YR _____
Address		Starting Salary	Final Salary
City	State	Phone	Reason for Leaving
Your Exact Title		Circle One Full Time Part Time	
Specific Duties			

Employer		Hours worked per week	
Supervisor's Name, Title & Contact #		From MO/YR _____	To MO/YR _____
Address		Starting Salary	Final Salary
City	State	Phone	Reason for Leaving
Your Exact Title		Circle One Full Time Part Time	
Specific Duties			

Employer		Hours worked per week	
Supervisor's Name, Title & Contact #		From MO/YR _____	To MO/YR _____
Address		Starting Salary	Final Salary
City	State	Phone	Reason for Leaving
Your Exact Title		Circle One Full Time Part Time	
Specific Duties			

Employer		Hours worked per week	
Supervisor's Name, Title & Contact #		From MO/YR _____	To MO/YR _____
Address		Starting Salary	Final Salary
City	State	Phone	Reason for Leaving
Your Exact Title		Circle One Full Time Part Time	
Specific Duties			

Employer		Hours worked per week	
Supervisor's Name, Title & Contact #		From MO/YR _____	To MO/YR _____
Address		Starting Salary	Final Salary
City	State	Phone	Reason for Leaving
Your Exact Title		Circle One Full Time Part Time	
Specific Duties			

Employer		Hours worked per week	
Supervisor's Name, Title & Contact #		From MO/YR _____	To MO/YR _____
Address		Starting Salary	Final Salary
City	State	Phone	Reason for Leaving
Your Exact Title		Circle One Full Time Part Time	
Specific Duties			

Employer		Hours worked per week	
Supervisor's Name, Title & Contact #		From MO/YR _____	To MO/YR _____
Address		Starting Salary	Final Salary
City	State	Phone	Reason for Leaving
Your Exact Title		Circle One Full Time Part Time	
Specific Duties			

Motor Vehicle Records Check

In compliance with guidelines established by our automobile insurance agency, the City of Branson must conduct a Motor Vehicle Records Check on all new employees who will operate a City vehicle as part of their employment. If you do not pass the Motor Vehicle Records Check, you will not be considered for employment. Have you had any traffic citation/incidents in the preceding 36 months? _____ Have you had any traffic citations/incidents in the past year? _____ Have you had a Driving While Intoxicated, Driving Under the Influence of Drugs or Reckless Driving citation in the past five years? _____ If you answered yes to any of the above questions, please explain:

Do you have a valid Driver's License? _____ State? _____
If yes, please check the type you have: Operators ___ Commercial ___ Chauffeurs ___
Driver's License # _____ Expiration date _____
Name & Address as it appears on your license _____

EQUAL OPPORTUNITY EMPLOYER

The City of Branson is an Equal Opportunity Employer and, therefore, does not discriminate because of race, color, religion, sex, disability, national origin, ancestry, age or marital status. The City of Branson does not discriminate on the basis of disability status in the admission or access to, or treatment of employment in programs or activities.

Applicant Statement

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if prior to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions will be just cause for the denial of employment. I also understand that if subsequent to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions may be just cause for termination of my employment. Further, I understand that by requesting this information, no promise of employment is being made.

I understand that any material omissions and/or false information I record on the application will be sufficient reason for rejection of this application or termination of my employment. In addition, I authorize and request each and every former employer, school, individual, agency, organization or law enforcement agency to answer any and all questions that may be asked and herewith hold such persons harmless for giving any information within their knowledge or record.

I, the undersigned, do hereby authorize the City of Branson and/or its designated provider to conduct an investigation with respect to my application for employment and my qualifications and fitness for the position I have applied for and for employment with the City. I release the City, my former employers, and personal references from any liability or damage caused by giving and receiving information or opinions as to my employment or character. Information obtained may include residential, achievement, job performance, attendance, employment history, personal references, credit reports, driving records, and criminal history records.

I agree to hold the City harmless and in no event shall the City be liable to me for special, indirect, or consequential damages for the refusal of employment due to information obtained during my background security check. Any information obtained through former employers and/or personal references will become property of the City of Branson.

As a condition of employment, I agree to submit documents relating to my identity and employment authorization within prescribed time limits in accordance with the Immigration Reform and Control Act of 1986.

If hired, I understand probationary and temporary employees have no rights to permanent employment or appeal rights, if terminated.

THIS FORM IS FOR APPLICATION PURPOSES ONLY AND IS NOT A CONTRACT FOR EMPLOYMENT

A separate application is required for each vacant position. Photocopies of the application are permitted. I understand that applications submitted for the general file and not for a specific position will be kept on active file for one year and can be activated by me when I want to be considered for one specific position by contacting the City of Branson Personnel Office during the open recruitment period, unless specifically waived in writing.

This application **must be signed and dated** for consideration of employment.

Signature _____ Date _____