

*Please inform us if you require assistance in filling out an application or taking a pre-employment test.  
Individuals with disabilities should request reasonable accommodations in accordance with the  
Americans with Disabilities Act prior to testing or appointment.*



**CITY OF BRANSON, MISSOURI**

Personnel Department  
110 W. Maddux Street, Suite 315  
Branson, MO 65616  
www.bransonmo.gov

Telephone: (417) 337-8555 Fax: (417) 337-5466  
Email: personneldept@bransonmo.gov

Applying for which Position:

\_\_\_\_\_

*A separate application is required for  
each position.*

**INSTRUCTIONS TO APPLICANT:** Type or print legibly in completing all pages of this application. Please **SIGN AND DATE THE LAST PAGE**. The application and any supplemental information become the property of the City of Branson. Mail, fax, email or deliver your completed application to the City of Branson Personnel Department.

1. NAME: LAST		FIRST		MIDDLE	
2. TELEPHONE: Home (Area Code)		3. TELEPHONE: Business/Day (Area Code)		4. TELEPHONE: Cell/Other (Area Code)	
5. Email Address: <i>This is how we will send any notifications.</i>					
6. ADDRESS: Number & Street		City		State Zip	
7. SOCIAL SECURITY NUMBER:			8. Type of employment desired: Full-Time      Part-Time      Temporary		
			Date Available _____		

9. Do you have the legal right to work in the United States?		YES	NO
10. How did you hear about the position? _____ <i>If you heard from a newspaper or website, <b>please specify.</b></i>			
11. Do you have any relative(s) working for the City, serving on the City's administrative boards or City Council?		YES	NO
If yes, give name(s) and department(s): _____ _____			

12. Have you ever served in the military or been a member of the National Guard or Reserves?		YES	NO
Dates: From _____ To _____ Branch _____			
Type of Discharge: _____			
<i>The City of Branson is proud to support the Missouri Show-Me Heroes Program and commits to include Missouri Veterans and/or members of our National Guard or Reserves among those being considered for employment.</i>			

13. Have you ever been convicted of, or plead guilty to, any federal, state or municipal criminal offense? (This includes **ALL TRAFFIC VIOLATIONS** for which you have paid fines)

YES NO (If YES, list complete conviction record—use additional sheets, if necessary.)

DATE: \_\_\_\_\_ OFFENSE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

Please check one:  Misdemeanor  Felony

EXPLANATION (Please give full details): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A conviction will not automatically disqualify you from consideration. We will consider the nature of the offense in relation to the job for which you are applying. We will also consider your record since the offense was committed.**

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

If yes, Dates employed \_\_\_\_\_ Department \_\_\_\_\_

15. Name, City and State 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 WHICH YOU ARE APPLYING 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 and/or certifications required for the desired position. Please include license number(s), expiration date(s), and certification period(s) if applicable.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.*

May we contact your current employer? YES NO Comments:			
#1: 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			
#2: 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			
#3: 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			

#4: 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			
#5: 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			
#6: 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			
#7: 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 past 3 years? YES NO

Have you had any traffic citations/incidents in the past year? YES NO

Have you had a Driving While Intoxicated, Driving Under the Influence of Drugs or Reckless Driving citation in the past five years? YES NO

If you answered yes to any of the above questions, please explain:

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Do you have a valid Driver's License? YES NO 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 \_\_\_\_\_

**Please 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.**

## EQUAL OPPORTUNITY EMPLOYER

The City of Branson is an Equal Opportunity Employer and, therefore, does not discriminate against employees or applicants for employment on the basis of race, color, religion, national origin, sex, military status, age, disability, political opinions or affiliations, genetic information, or any other characteristic protected by law, except that no person shall be employed who advocates or belongs to a group which advocates the violent overthrow of our government.

## 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 for which I have applied 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 \_\_\_\_\_