

Application For Employment



Paul C. Vescovo III
Clay County Sheriff
12 South Water Street
Liberty, Missouri 64068

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(If filled out manually PLEASE PRINT or TYPE all information.)

| | | |
|--|-----------------------------------|----------------------------------|
| Position(s) Applied For | Date of Application | |
| How Did You Learn About Us? | | |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Friend | <input type="checkbox"/> Walk-In |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Relative | <input type="checkbox"/> Other: |

| | | | | | |
|---------------------|------------|---------------|------------------------|-------|----------|
| Last Name | First Name | Middle Name | Maiden Name | | |
| Address | Number | Street | City | State | Zip Code |
| Telephone Number(s) | Cellular | Date of Birth | Social Security Number | | |

Are you a Clay County Resident? ☐ Yes ☐ No

If no, are you willing to relocate? ☐ Yes ☐ No

Have you ever applied with us before? ☐ Yes ☐ No

Have you ever been employed with us before? ☐ Yes ☐ No

If yes, give date:

Do you have relatives employed by Clay County? ☐ Yes ☐ No

List names and relationship:

List names you have used in the past:

Have you ever been convicted of any criminal or traffic offense? ☐ Yes ☐ No

If yes, please explain:

Are you prevented from lawfully becoming employed in this country

because of Visa or Immigration Status? ☐ Yes ☐ No

Do you have any court actions pending? ☐ Yes ☐ No

Military status: **DD214 Required).** Branch:

Dates of Duty: Discharge:

Proof of citizenship or immigration will be required.

Education -

PLEASE PROVIDE A COPY OF HIGH SCHOOL DIPLOMA OR GED, DD2-14, CERTIFICATION FROM POST. All School Transcripts - Diplomas/Degrees must be furnished with the application.

| | MANDATORY Name, Address and Phone of School | Course of Study | Years Completed | Diploma Degree |
|--------------------------|---|-----------------|--------------------|-------------------|
| Elementary School | | | | |
| High School | | | | |
| Undergraduate College | | | | |
| Graduate Professional | | | | |
| Other (Specify) | | | | |

Specialized Skills

Describe any special training, apprenticeship, skills and qualifications acquired from employment or other experience.

State any additional information you feel may be helpful to us in considering your application.

Employment Experience -

List Employment for the past 10 years only.
Blocks left blank must have an explanation.

| | | | | | |
|--------------------|---------------------|------------|--------------------|-------|----------------|
| 1. | Employer | | Date Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |
| 2. | Employer | | Date Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |
| 3. | Employer | | Date Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |
| 4. | Employer | | Date Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |
| 5. | Employer | | Date Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |

Employment Experience -

List Employment for the past 10 years only.
Blocks left blank must have an explanation.

| | | | | | |
|--------------------|---------------------|--|--------------------|-------|----------------|
| 6. | Employer | | Date Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | | Supervisor | | |
| Reason for Leaving | | | | | |
| 7. | Employer | | Date Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | | Supervisor | | |
| Reason for Leaving | | | | | |
| 8. | Employer | | Date Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | | Supervisor | | |
| Reason for Leaving | | | | | |
| 9. | Employer | | Date Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | | Supervisor | | |
| Reason for Leaving | | | | | |
| 10. | Employer | | Date Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | | Supervisor | | |
| Reason for Leaving | | | | | |

Additional Information

Residences

List for the past 10 years beginning with the most RECENT.

| From - To | Address | City | State | ZIP |
|-----------|---------|------|-------|-----|
| | | | | |
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| | | | | |
| | | | | |

References

Do not use former employers or relatives. (NO RELATIVES)

| | | |
|----|---------|---------|
| 1. | Name | Phone # |
| | | |
| | Address | |
| 2. | Name | Phone # |
| | | |
| | Address | |
| 3. | Name | Phone # |
| | | |
| | Address | |

Applicant's Statement

Do Not Sign Until Directed To Do So By A Member Of Human Resources.

I hereby certify that there are no material misrepresentations or falsifications of the above answers to the questions. Should investigation disclose such material misrepresentations or falsifications, my application will be rejected, and I will be disqualified from any position in the service of the Clay County Sheriff's Department.

Applicant's Signature

Date

Interviewer's Signature

Consent for the Release of Confidential Information

To: _____

I, _____, hereby authorize and permit the above named entity to disclose/release any and all information concerning me to the Clay County Sheriff's Department. This information can include but is not limited to my work record, my reputation, my financial and credit status, educational records and transcripts, any and all medical, physical and mental records and reports, including all information considered to be of confidential or privileged nature, and Photostats of same if requested, for the purposes of conducting a Background Investigation for employment purposes.

Applicant's Signature

Date

Interviewer's Signature

ALL APPLICATIONS WILL REMAIN ON FILE FOR 12 MONTHS
