

# APPLICANT CHECKLIST

The following documents must be submitted at the time of application:

1. \_\_\_\_\_ Birth Certificate
2. \_\_\_\_\_ High School Diploma or G.E.D. Certificate
3. \_\_\_\_\_ College Degree & Transcript (if applicable)
4. \_\_\_\_\_ Photograph – Less than one (1) year old
5. \_\_\_\_\_ DD214 – Certificate of Release/Discharge from Active Military Service (if applicable)
6. \_\_\_\_\_ Valid Identity Documents: Driver's License and Social Security Card
7. \_\_\_\_\_ P.O.S.T. Certification (Required for Police Officer positions)
8. \_\_\_\_\_ Training Certificates (if applicable)

Bring or mail the attached application with copies of the items above to the Camdenton Police Department, 437 West US Hwy 54, Camdenton MO 65020. Applications are accepted anytime; retained for a period of one (1) year and reviewed when positions become available.

## BIRTH CERTIFICATE

If you were born in the State of Missouri, you can obtain a certified copy of your birth certificate from the Missouri Department of Health, located at 1976 N. State Hwy 5, Camdenton. The charge is \$15.00. If you were born in another state, a certified copy can be obtained from the Bureau of Vital Records in your native state's capital.

## EDUCATION

- A. High School Diploma or G.E.D. Certificate
  1. Diploma or G.E.D. can be obtained from the Board of Education in the city where your High School is located or where you obtained your G.E.D.
- B. College
  1. If you are a college graduate, please submit an original or certified copy of your degree or transcript.
  2. If you did not complete a degree, but have more than thirty (30) credit hours, please submit a copy of your transcript

## TRAINING CERTIFICATES

If you have training that pertains to the job for which you have applied, include a copy of the said training certificates. A certified copy is preferred, however if not certified, training will be confirmed. If applying for a Police Officer position, the 470 hour basic law enforcement training course is a requirement.

**ANY CONVICTION OF A FELONY WILL DISQUALIFY FOR EMPLOYMENT  
EQUAL OPPORTUNITY EMPLOYER**



# CITY OF CAMDENTON APPLICATION FOR EMPLOYMENT

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

*(PLEASE PRINT)*

Position(s) applied for:	Date of Application:
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Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s)		Social Security Number	

Best time to contact you at home is..... \_\_\_\_:\_\_\_\_ am / pm

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before? *If yes, give date \_\_\_\_\_* .....  Yes  No

Have your ever been employed with us before? *If yes, give date \_\_\_\_\_* .....  Yes  No

Do any of your friends or relatives work here?.....  Yes  No

Are you currently employed?.....  Yes  No

May we contact your present employer?.....  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (*Proof of citizenship or immigration status will be required upon employment*).....  Yes  No

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_                      What is your desired salary range? \_\_\_\_\_

Are you available to work:  Full Time     Part Time (Mornings    Afternoon    Evenings)     Temporary

Are you currently on "lay-off" status and subject to recall?.....  Yes  No

Can you travel if a job requires it?.....  Yes  No

Have you been convicted of a crime excluding traffic offenses?.....  Yes  No  
 If yes, please explain \_\_\_\_\_  
*(Conviction of a crime is not a disqualification for employment, all circumstances will be considered.)*

# EDUCATION

	Name & Address of School	Course of Study <i>(if applicable)</i>	Years Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other <i>(Specify)</i>				

*Describe any specialized training, apprenticeship, skills and extra-curricular activities:*

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*Describe any job related training received in the United States military:*

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# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

These are the only employers that I have had in the last 7 years

Signature \_\_\_\_\_

Date \_\_\_\_\_

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

*If you need additional space, please continue on a separate sheet of paper.*

# ADDITIONAL INFORMATION

**List any professional, trade business, or civic activities and offices held.** (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status):


**Other Qualifications** (Summarize special job-related skills and qualifications acquired from employment or other experience.)


**Specialized Skills** (Check skills/equipment operated)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/Mac	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter/ _____ wpm	<input type="checkbox"/> Shorthand/ _____ wpm	_____	_____
		_____	_____

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

State	License #	Expiration Date
Is your license a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what class? _____		
If driving is a requirement of this position for which I am applying, I authorize the City to access my driving record to verify this information. (Please initial here.) _____		

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


**Note to Applicants:** Do not answer the question below unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.  Yes  No

# REFERENCES

*(Do not list relatives or former/current employees)*

1. Name:	Phone:
Address:	
2. Name:	Phone:
Address:	
3. Name:	Phone:
Address:	
4. Name:	Phone:
Address:	

*Please read the following statements carefully before you sign your name.*

I HEREBY CERTIFY I have answered all questions completely and that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact references, past or present employers, persons, and any other sources of information which may be relevant to my application for employment. It is understood and agreed that any misrepresentation, false statement or omissions by me in this Application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to this City. I have read, understand and agree to the above statement. *(Please initial here.)* \_\_\_\_\_

I hereby specifically authorize the City to conduct a Criminal Background Check through law enforcement agencies. I further authorize the City to contact schools listed herein by me and for the City to have full access to my academic record at such schools. *(Please initial here.)* \_\_\_\_\_

I further understand that no representative of the City has the authority to enter into any agreement for employment for any specified period of time and that this City is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by this City. I have read, understand and agree to the above statement. *(Please initial here.)* \_\_\_\_\_

If employed, I agree to abide by all of the work and safety rules of the City. I understand that this City is committed to maintaining a safe and drug-free workplace. I am aware that the City may require a pre-employment physical and drug test as a part of the hiring process. Also, if employed, I realize that the City conducts monthly random drug testing of its employees. I have read, understand and agree to the above statement. *(Please initial here.)* \_\_\_\_\_

I understand that this application will remain active for 60 days for consideration. After 60 days, if I am still interested in a position with this City, it will be necessary for me to update the application form.

SIGN HERE \_\_\_\_\_ DATE \_\_\_\_\_

**Camdenton Police Department  
Camdenton, Mo 65020**

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Former Names: \_\_\_\_\_

Previous Residential Address for Last 7 years, including military or at school in chronological order:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_  
7. \_\_\_\_\_

Military: \_\_\_\_\_ Date Discharged: \_\_\_\_\_

Have you ever applied for a position with any law enforcement or governmental agency: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If so, when and what agency?: \_\_\_\_\_

Educational Achievement: GED: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
High School: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
College: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you ever been convicted of a traffic violation? (except for parking & equipment violation): Yes: \_\_\_\_\_ No: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were you ever convicted of any offense under the Uniform Code of Military Justice? Yes: \_\_\_\_\_ No: \_\_\_\_\_

In case of emergency notify: 1. \_\_\_\_\_  
2. \_\_\_\_\_

Learned of vacancy through: \_\_\_\_\_

I hereby certify that there are no material misrepresentations or falsifications of the above answers. Should investigation disclose such material misrepresentations or falsification, my application will be rejected and I will be disqualified from any position in the service of Camdenton Police Department. I authorize release to Camdenton Police Department any and all information concerning me, my work record, my reputation, my financial credit status, any and all medical, physical and mental records and reports, including all information of a confidential or privileged nature, and photo stats of same if requested.

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

**PEACE OFFICER CERTIFICATION REQUIREMENTS**  
**(READ CAREFULLY)**

To become eligible to be employed in the State of Missouri as a peace officer after August 28, 1996, a person must be pre-certified as a peace officer by the Peace Officer Standards and Training Program of the Missouri Department of Public Safety. Those who have never been certified must successfully enroll in and graduate from a POST approved basic police academy.

A POST administrative rule (11 CSR75-3.030 Requirements for and Terms of Certification) requires that Training Center and Directors shall determine if applicants are qualified to enroll in a peace officer basic training program. Consequently, Academy Directors must screen pre-service applicants (those trainees who are not sponsored by a law enforcement agency) and ensure that they meet the following standards. The pre-service applicant must:

- Is a citizen of the United States as evidenced by a birth certificate or passport.
- Have completed a high school education as evidenced by a high school diploma or general education development (GED) certificate.
- Be of good moral character and personal habits. Felony or misdemeanor arrests or convictions, suspended imposition of sentences (SIS), or involvement in incidents of moral turpitude may result in disqualifying persons from entering or completing a police academy program.
- Have a valid motor vehicle operator's license and have a good driving record. A felony driving while intoxicated (DWI) conviction or having more than five moving violations within 18 months, or a derogatory pattern of violations evidenced by the number, type and frequency of the infraction, may result in disqualifying a person from entering a police academy program.
- Submit fingerprint cards to the Missouri State Highway Patrol and pass a criminal background check prior to completion of the Academy. The Criminal History must be presented to the academy no later than three weeks after the academy has started.
- Demonstrate that he/she is physically capable of performing state mandated self defense tactics, firearms qualifications and physical coordination, endurance and agility tests that are viewed as part of the minimum training requirements and those activities that are within the scope of the general duties of law enforcement officer.