

EMPLOYMENT APPLICATION

102 W. 9th Street P.O. Box 767 Rolla, MO 65401 573-364-1572 (PHONE) 573-364-1540 (FAX) www.rmurolla.org

Rolla Municipal Utilities (RMU) is an equal opportunity employer. It is the policy of RMU that all employment applicants be given fair and equal consideration, regardless of race, religion, color, gender, age, sexual orientation, disability, veteran status, or national origin, except that minimum age limits imposed by law are to be observed. If selected for employment, a prospective employee must provide satisfactory references and meet RMU's applicable pre-employment qualifications.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination. Employer participates in the E-Verify program.

This application is intended for use in evaluating your qualification for employment. This application is not intended to serve as an employment contract between you and Rolla Municipal Utilities. Please answer all appropriate questions completely and accurately. False or misleading statements on this application, or made during any subsequent interview, may result in termination of the application process. RMU's discovery of any such statements after your employment by RMU may result in the termination of your employment. RMU may require testing of your abilities for skills that are related to the position for which you are applying. Further, RMU may require you to submit a drug test prior to offering you a position. RMU may also obtain information concerning previous alcohol and drug tests that you have encountered during the past two years. If an employment offer is made to you, RMU may require you to complete a medical history form and be examined by a medical professional designated by RMU. You may be disqualified from employment based upon the results of that examination.

NOTE: A resume will not be accepted in lieu of an application.

RMU will accept resumes from prospective applicants, however it is not required. The contents of an applicant's resume will be viewed as supplemental information only. RMU reserves the right to request a resume.

Today's date:	Position applied for:			
Date available for employment:	How did you	hear about this	s position?	
Availability to work: (check all that apply	•	☐ Part Time ☐ Evenings ☐ Overtime	' '	
Full Legal Name:				
First	Middle	Last		
Address:		Email: _		
Other name(s) used:		Phone:		
VETERAN'S INFORMATION				
Have you ever served in the U.S. Armed Forces? ☐ YES ☐ NO				
Describe duties &/or special training:				
I				

License or Registration	n Nun	nber		Issued by	Expiration Date
Driver's License #				·	·
Commercial Driver's License A B	С				
CDL Endorsements					
Professional License					
Trade License					
EDUCATION					
Name of School	/Address				
High School		Diploma Rece ☐ Yes ☐	ived No	GED Certificate Rec	eived 🗖 Yes 🗖 No
Business/Trade School		Diploma Rece Yes	ived No	Course Taken	
College		Diploma Rece Yes	ived No	Major	
College		Diploma Rece ☐ Yes ☐	ived No	Major	
Skills Inventory - Check s	skills which you hav	ve acquired.			
	skills which you hav ical/Technical	ve acquired.		N	1echanical
Cler	ical/Technical	ve acquired.	п т		1echanical ☐ Electrical
Cleri	ical/Technical			ruck Driver	☐ Electrical
Cleri ☐ Typing ☐ Personal Computer	ical/Technical Payroll Computer Prog	gramming			
Cleri	ical/Technical	gramming	□ E	ruck Driver Backhoe/Loader	☐ Electrical ☐ Carpentry
Cleri Typing Personal Computer Filing	ical/Technical Payroll Computer Prog	gramming		ruck Driver Backhoe/Loader Front End Loader	☐ Electrical ☐ Carpentry ☐ Vehicle Maintenance
Clerium Typing Personal Computer Filing General Accounting	ical/Technical Payroll Computer Prog	gramming		ruck Driver Backhoe/Loader Front End Loader Enowplow	☐ Electrical ☐ Carpentry ☐ Vehicle Maintenance ☐ Concrete Work
Cleri Typing Personal Computer Filing General Accounting Other Other	ical/Technical Payroll Computer Prog Emergency Me Photography	gramming dical Tech		ruck Driver Backhoe/Loader Front End Loader Inowplow Welding	☐ Electrical ☐ Carpentry ☐ Vehicle Maintenance ☐ Concrete Work
Clerical Typing Personal Computer Filing General Accounting Other Other RMU may require test	ical/Technical Payroll Computer Prog Emergency Me Photography	gramming dical Tech		ruck Driver Backhoe/Loader Front End Loader Inowplow Welding	☐ Electrical ☐ Carpentry ☐ Vehicle Maintenance ☐ Concrete Work ☐ Farm Tractor
Clerical Typing Personal Computer Filing General Accounting Other Other RMU may require test	ical/Technical Payroll Computer Prog Emergency Me Photography	gramming dical Tech		ruck Driver Backhoe/Loader Front End Loader Inowplow Welding	☐ Electrical ☐ Carpentry ☐ Vehicle Maintenance ☐ Concrete Work ☐ Farm Tractor
Clerical Typing Personal Computer Filing General Accounting Other Other RMU may require test	ical/Technical Payroll Computer Prog Emergency Me Photography	gramming dical Tech		ruck Driver Backhoe/Loader Front End Loader Inowplow Welding	☐ Electrical ☐ Carpentry ☐ Vehicle Maintenance ☐ Concrete Work ☐ Farm Tractor
Clerical Typing Personal Computer Filing General Accounting Other Other RMU may require test	ical/Technical Payroll Computer Prog Emergency Me Photography	gramming dical Tech		ruck Driver Backhoe/Loader Front End Loader Inowplow Welding	☐ Electrical ☐ Carpentry ☐ Vehicle Maintenance ☐ Concrete Work ☐ Farm Tractor

RGANIZATIONS, ACTIVITIES A			
	AND/OR HODDIES:		
DDITIONAL INFORMATION - osition, and your desire to be	Related to why you are interested in t e employed by RMU.	:his position, your qu	ualifications for this
	ited individuals familiar with your work	c ability whom you h	ave known for at least one
ear. Do not include past emp	loyers or supervisors.	, , 	
	•	x ability whom you ha	ave known for at least one Relationship
ear. Do not include past emp	loyers or supervisors.	, , 	
ear. Do not include past emp	loyers or supervisors.	, , 	
Name Name re you now or have you ever	loyers or supervisors.	Years Known Years Known	Relationship
Name Name re you now or have you ever yes, what position(s) re you now, or have you ever ember employer?	been employed by Rolla Municipal Util	Years Known Years Known Yes Y	Relationship No nent System (LAGERS)
Name Name re you now or have you ever yes, what position(s) re you now, or have you ever ember employer? so, please provide the emplo	been employed by Rolla Municipal Util	Years Known lities?	Relationship No nent System (LAGERS)
Name Name re you now or have you ever yes, what position(s) re you now, or have you ever ember employer? so, please provide the emplo	been employed by Rolla Municipal Util been employed by a Local Government I No over's name and date of employment.	Years Known Years Known Yes Y	Relationship No nent System (LAGERS)
Name Name re you now or have you ever yes, what position(s) re you now, or have you ever ember employer? so, please provide the emploave you ever been fired or as re you employed now?	been employed by Rolla Municipal Util been employed by a Local Government I No oyer's name and date of employment ked to resign from any job during the process.	Years Known Vears Known Vears Known VES The Employees Retirent Doast five years?	Relationship No nent System (LAGERS)

EMPLOYMENT HISTORY

Since we will make every effort to contact employers, the correct telephone number and/or email address of current and/or past employers are critical.

Employed by:		Your Job Title:		
Address:		CDL required: ☐ YES ☐ No		
Supervisor:	Phone:	Your Duties:		
Supervisor's Title:				
Employes from (Mo/Yr)	To (Mo/Yr)	May we contact? ☐ YES ☐ No		
Salary upon leaving: \$		Avg. hours worked per week:		
Reason for Leaving:				
Employed by:		Your Job Title:		
Address:		CDL required: ☐ YES ☐ No		
Supervisor:	Phone:	Your Duties:		
Supervisor's Title:				
Employes from (Mo/Yr)	To (Mo/Yr)	May we contact? ☐ YES ☐ No		
Salary upon leaving: \$		Avg. hours worked per week:		
Reason for Leaving:				
Employed by:		Your Job Title:		
Address:		CDL required: ☐ YES ☐ No		
Supervisor:	Phone:	Your Duties:		
Supervisor's Title:				
Employes from (Mo/Yr)	To (Mo/Yr)	May we contact? ☐ YES ☐ No		
Salary upon leaving: \$		Avg. hours worked per week:		
Reason for Leaving:				
Employed by:		Your Job Title:		
Address:		CDL required: ☐ YES ☐ No		
Supervisor: Phone:		Your Duties:		
Supervisor's Title:				
Employes from (Mo/Yr)	To (Mo/Yr)	May we contact? ☐ YES ☐ No		
Salary upon leaving: \$		Avg. hours worked per week:		
Reason for Leaving:				

SECURITY	
List states and countie	es of residence for the past seven years. (Include dates)
offenses? (Records do honest.) If you have ar	, have you been found guilty of ANY law violations other than parking tickets or juvenile not cause automatic disqualification but are reviewed as related to the job applied for. Be ny convictions, list them here. If you do not remember your record, contact the appropriate ncy for this information. □Yes □No
Date:	Offense:
Date:	Offense:
Date:	Offense:
	AUTHORIZATION
information submitted we information obtained through information obtained through information of the property	property of RMU and will be considered confidential. I understand all application materials and supplemental will not be returned to me or any requesting agency. I waive any claims for the right to review and/or copy any bugh investigation of my character and employment history. I release RMU from any liability or damage caused by mation or opinions as to my employment or character. That nothing contained in this application, or conveyed during any interview, is intended to create an employment tand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated out cause and without prior notice, at the option of either myself or RMU. No promises regarding employment have inderstand that no such promise or guarantee is binding upon RMU unless made in writing. That, I agree to submit to a drug test and medical examination (if required) before beginning employment. If employed, drug test or medical examination (if required) at any time deemed appropriate by RMU and as permitted by law. I consent to sits, and I request that the examining doctor disclose to RMU the results of the examination, which results shall remain d from my personnel file. I understand that my employment or continued employment, to the extent permitted by the atisfactory medical examinations and drug test. I also understand that the use of illegal drugs is prohibited during
If hired, I agree to abide by in part, at any time.	y all RMU's work rules, policies and procedures. RMU retains the right to revise its policies or procedures, in whole or
	derstand I will be required to attest to my identity and employment eligibility, and to present documents confirming my eligibility. I understand that I will not be hired if I am unable to comply with these requirements.
I understand that this app complete a new application	lication shall be valid for a period of six months. If I wish to be considered after six months, I recognize that I must on for employment.
Date	Printed Full Legal Name of Applicant
Applica	nt's Signature



BACKGROUND INVESTIGATION RELEASE FORM

The undersigned hereby grants permission and authority to Rolla Municipal Utilities (RMU), and its authorized representatives, to make all inquiries about me, as RMU may deem necessary, in connection with my application for employment heretofore submitted to RMU. It is understood such inquiries may be directed to my previous employers, to private or governmental agencies (including investigative agencies), review of the sex offenders list, and to all others who may have knowledge or information about me. By my signature hereto, I hereby authorize any person or entity to which inquiry is made, to release to RMU any and all information concerning my person, including, but not limited to, assessments of my job performances, my driving record, any civil and/or criminal court records concerning me, my arrest record, and any other information about me which may be in the possession of any person or entity to which inquiry may be directed. By my signature hereto, I hereby consent and agree to the above-described inquiries and investigation of me by RMU, and I further waive all claims I might otherwise have against those individuals who conduct the investigation, or against those who cooperate and provide information to RMU. I further waive any right I may have to review any information about me submitted to RMU pursuant to the above-described inquiries and investigation. I understand that all of the information that might be released to RMU may be considered by RMU in making a decision about whether to employ me or other decisions about my employment with RMU.

In accordance with the Fair Credit Reporting Act (FCRA), RMU may contact consumer credit agencies to access information concerning your credit history. I understand I may access the FCRA web page at www.ftc.gov for my rights concerning this information.

The undersigned hereby certifies that he/she has read and understands the foregoing and hereby accepts and agrees to the terms and conditions hereof.

Date
Printed Full Legal Name of Applicant
Printed Maiden Name or Alias of Applicant
Applicant's Signature