

Saint Louis **COUNTY** **ADMINISTRATION**

(314) 615-5429 • Job Hotline (314) 615-JOBS (5627)
personnel@stlouisco.com

SUMMER EMPLOYMENT APPLICATION

Title of position(s) and department for which applying _____

PERSONAL INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Other name(s) you have used (including maiden) _____ Social Security Number _____

Street Address _____ City _____ State _____ Zip _____

(_____) (_____) _____
Home Phone _____ Alternate (College) Phone _____ E-mail Address _____

College Address _____ City _____ State _____ Zip _____

Date of Birth _____ NOTE: The Age Discrimination in Employment Act of 1967, as amended, prohibits discrimination
Month Day Year on the basis of age with respect to individuals who are at least 40 years of age.

If hired, will you be able to submit verification that you are legally authorized to work in the United States? Yes No

Are you able to perform the essential functions of this position (with an accommodation if necessary)? Yes No

Have you ever worked for St. Louis County Government? Yes No

Dates available for summer employment: Start _____ End _____

EDUCATION AND TRAINING

The information requested in this section will be used by the appointing authority in reviewing your qualifications for the position. Give dates, full names, and complete information.

Last grade of Elementary or High School completed _____ Graduate? Yes No

Name and Address of High School _____

GED? Yes No

	School Name/City & State	Dates Attended	Total Credit Hrs	Subjects	Degree
Business/Trade		to			
Undergraduate		to			
Undergraduate		to			
Graduate		to			
Other					

List any courses you have taken and grades received which you feel may qualify you for the position for which you are applying.

Course	Grade	Course	Grade

List all licenses (excluding drivers), certificates, or other authorization that you possess to practice a trade or profession which are required for the position for which you are applying:

License or Certificate	Licensing Agency	Number	Expires

EMPLOYMENT HISTORY

List all jobs including volunteer work beginning with your last employer. Incomplete information may lead to disqualification. LIST EACH PROMOTION AS A SEPARATE JOB. **NOTE: APPLICATIONS MUST BE FILLED OUT COMPLETELY. RESUMES ARE ACCEPTED AS SUPPLEMENTARY INFORMATION ONLY, NOT AS A SUBSTITUTE FOR THE APPLICATION.**

Organization/Firm Name _____ Phone Number (____) _____
Address _____ City _____ State _____ Zip _____
Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____
Job Title _____
Supervisor's Name _____ Supervisor's Title _____
Employment Dates _____ to _____ Full Time? ____ Yes ____ No
Major Duties _____

Reason For Leaving – Circle one: RESIGNED LAID-OFF DISCHARGED Please explain.

Organization/Firm Name _____ Phone Number (____) _____
Address _____ City _____ State _____ Zip _____
Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____
Job Title _____
Supervisor's Name _____ Supervisor's Title _____
Employment Dates _____ to _____ Full Time? ____ Yes ____ No
Major Duties _____

Reason For Leaving – Circle one: RESIGNED LAID-OFF DISCHARGED Please explain.

Organization/Firm Name _____ Phone Number (____) _____
Address _____ City _____ State _____ Zip _____
Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____
Job Title _____
Supervisor's Name _____ Supervisor's Title _____
Employment Dates _____ to _____ Full Time? ____ Yes ____ No
Major Duties _____

Reason For Leaving – Circle one: RESIGNED LAID-OFF DISCHARGED Please explain.

(If additional space for listing work history is needed, attach a separate sheet.)

- 1) Have you ever been convicted of a crime? ____ Yes ____ No
- 2) Is a charge pending against you for any offense, other than parking tickets, to include but not limited to a felony, misdemeanor and/or quasi-criminal offense by either civil or military authorities? ____ Yes ____ No
(If the answer to either question is yes, list each charge or case, date, name, and location of court and disposition on a separate sheet and attach.)

CERTIFICATION OF APPLICANT

I certify that all answers and statements made on this application and any attachments are true to the best of my knowledge. I agree and understand that any misstatements of material facts herein may cause forfeiture upon my part of all rights to County employment.

SIGNATURE OF APPLICANT _____ DATE _____

The policy of the Civil Service Commission of St. Louis County Government is to support fair and equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, age, disability/handicap condition, sexual orientation, marital status, veteran's status, or political affiliation. Call the Division of Personnel at 314/615-0147 for more information on this