



## MEMORANDUM

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TO: PROSPECTIVE APPLICANTS FOR EMPLOYMENT for

# **FINANCE OFFICER / SR. ACCOUNTANT**

FROM: PERSONNEL CLERK  
CITY OF WARRENSBURG, MO

SUBJECT: RESUMES & APPLICATIONS

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ALL applicants need to fill out the employment application in its entirety.

Should you have a resume, please attach it to the back of the packet.  
The job description is something you should keep for a reference.

***RETURN BY 04/30/08***

Please return to Personnel:  
City of Warrensburg  
102 S. Holden St.  
Warrensburg, MO 64093

Thank you for your interest  
in the City of Warrensburg.



CITY OF WARRENSBURG, MISSOURI

GENERAL APPLICATION FOR EMPLOYMENT

Position Applied for: FINANCE OFFICER/ SR ACCOUNTANT Date:

Name: First Middle Last Soc. Sec. #

Street Address:

City: State: Zip Code:

Daytime Phone # ( ) Evening Phone # ( )

Driver's License # State:

E-mail address (optional)

Have you ever used another name? Yes No If yes, give name:

Type of employment desired: Full Time Temporary Part Time Permanent

Days available: Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Hours available: Available for overtime? Yes No

Salary desired:

- Are you over the age of 18? Yes No
If you are under the age of 18, and it is required, can you furnish a work permit? Yes No
A previous applicant? Yes No
A previous employee? Yes No
Do you qualify for work study? Yes No
Legally able to work in the United States? Yes No
A licensed driver with a car available for work? Yes No
Do you have any relatives who work for the City? Yes No

If yes, names: Relationship

How did you learn about this job?

- Advertisement in: (Publication)
Employee: (Name)
Employment Agency: (Name)
One-Stop Center Missouri Works
Other: (Specify)

Other than minor traffic violations, have you ever been convicted of or do you currently have any charges pending against you for any offense? Yes No

If yes, describe in detail:

As used in this application, "convicted" includes any finding of guilty, plea of guilty, or plea of nolo contendere, regardless of whether or not imposition or execution of sentence is suspended. A traffic violation involving the use of alcohol or drugs is considered major, not minor.

**NOTE: Are you submitting a resume with this application?**    Yes    No

*EMPLOYMENT HISTORY - (Most recent first)*

**Employer:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Telephone # (      )** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**May we contact this employer as a reference:**    Yes                       No

**Employer:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Telephone # (      )** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

\* \* \* \*

**Employer:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Telephone # (      )** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Telephone # (      )** \_\_\_\_\_

**Description of Duties:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**EDUCATION**

**Highest level of education obtained:**

- Less than high school diploma or equivalent. Grade completed: \_\_\_\_\_
- High school
- GED
- Undergraduate
- Graduate
- Technical
- Other: \_\_\_\_\_ (Specify)

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**High School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_

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**College/ University Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Degree Obtained:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

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**Graduate/Professional School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Degree Obtained:** \_\_\_\_\_

**Field(s) of Study:** \_\_\_\_\_

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**Technical/Business School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Degree/Certificate Obtained:** \_\_\_\_\_

**Other School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Degree/Certificate Obtained:** \_\_\_\_\_

**MILITARY SERVICE**

**Have you served in the armed services of the United States or its allies?**     **Yes**     **No**

**If yes:**    **Branch of Service** \_\_\_\_\_

**Dates of Service** \_\_\_\_\_

**Rank at Discharge** \_\_\_\_\_

**Please attach a copy of your DD 214.**

**OTHER TRAINING/EXPERIENCE**

Please describe any additional training/experience/ skills you possess which would be an asset in performing the duties of this position:

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**LICENSES/CERTIFICATES HELD**

License/Certificate: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Licensing Authority: \_\_\_\_\_ License # \_\_\_\_\_

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License/Certificate: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Licensing Authority: \_\_\_\_\_ License # \_\_\_\_\_

\* \* \* \*

License/Certificate: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Licensing Authority: \_\_\_\_\_ License # \_\_\_\_\_

**REFERENCES**

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Name	Address	Telephone #
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Name	Address	Telephone #
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Name	Address	Telephone #
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References should be people who are unrelated to you who have knowledge of your character and/or work history which would assist the City in evaluating you as a potential employee.

**APPLICANT VERIFICATION**

I understand that the City of Warrensburg will be making inquiries to verify the information contained on this application, including contacting former employers and references and verifying criminal, work, and educational records.

I hereby certify that I have carefully reviewed this application and that the information given in this application, and any accompanying documentation, is true, accurate and complete to the best of my knowledge and ability. I realize that, if employed, any false or misleading information given in this application and accompanying documentation may be grounds for dismissal. Personnel can be terminated anytime without reason being specified.

I further certify that I have read the job description attached hereto and that I am able to perform the essential functions of the position, with or without an accommodation. I further consent to the full implementation of the City of Warrensburg, Missouri's, drug and alcohol testing policies as per the manual should I be placed for employment.

I understand that pre-employment drug testing is required before my employment with the City is final. I hereby consent to pre-employment drug testing.

I hereby authorize the City of Warrensburg, Missouri, to conduct inquiries into my character, reputation, and ability and release those supplying such information from all liability. I further hereby authorize the City of Warrensburg, Missouri, to obtain a copy of my driving record and to perform a criminal records background check.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**CITY OF WARRENSBURG, MISSOURI**  
**APPLICANT'S SELF-ASSESSMENT OF JOB QUALIFICATIONS**

**Job Title:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Instructions to Applicants**

Attached is a description of the job for which you are applying. This job description does not list every job task or requirement, but it attempts to outline the tasks that a candidate must be able to perform to do the job, and the requirements that a qualified candidate should meet.

Please read this job description carefully. For each task, consider whether you can properly and safely carry out the task, and for each requirement consider whether you believe you can meet the requirement. If you have a disability, but can meet a requirement or do a task if we make a reasonable accommodation for the disability, answer "yes" when asked if you can do the job.

If you have questions about what the job requires, please contact the Personnel Clerk.

**YES. I can meet all the job requirements and perform all the tasks of the job (with or without reasonable accommodation), with only the following exception(s):**

**NO. I cannot meet all the requirements of the job and perform all the essential functions, even with reasonable accommodation of any disabilities I may have. Do you have any current openings that do not require:**

\_\_\_\_\_  
\_\_\_\_\_

*Attestation*

**I have read the job description carefully. By signing here, I certify that, if I have said that I can do the job, I can perform all the essential functions of the job safely and properly, except as noted.**

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_