

**PULASKI COUNTY
TOURISM BUREAU & VISITORS CENTER**

137 St Robert Blvd Suite A St Robert, MO 65584
573-336-6355 PulaskiCountyUSA.com

Employment Application

Date: _____

Name: _____

Address: _____

Street/City/State/Zip

Telephone: _____

Email: _____

Are you 18 years of age or older? ___Yes ___No

If hired, can you provide written evidence that you are authorized to work in the U.S.? __Yes __No

EDUCATION

Type	Name/Location	Course of Study	# Years Completed	Degree/Diploma
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Technical or Other	_____	_____	_____	_____

EMPLOYMENT RECORD

Contact Name/Phone Number	Job Title	Date Started/Left	Rate of Pay	Reason for Leaving
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

PROFESSIONAL EXPERIENCE:

Please describe your professional experience in how it would relate to performing the position that you are applying for:

REFERENCES

Name/Occupation	Years known	Relationship	Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

This job requires that you:

Have computer skills; typing, data entry, use of Microsoft Office Products.

Work with the general public and business partners in a professional manner; in person and on the phone. Answering questions, problem solving and referring.

Are available to work weekends.
Have a Missouri Drivers license and maintain clean driving record.
Are able to lift a minimum of 25lbs.
Are able to climb stairs.

Availability _____
How were you referred to our organization? _____

Do you have any relatives who are employed by or serve on the board of this Organization Yes _____ No _____

Please specify: _____

Is there any information we would need about your name, or use of another name, for us to be able to check your work record? _____ Yes _____ No

Please specify if you answered yes.: _____

Please list any additional information that relates to your ability to perform the job for which you have applied such as licenses, professional memberships, hobbies, etc.

Thank you for considering PCTB as a potential employer. We have provided a checklist of important components of the hiring process. Please review these policies and initial each at the left to note that you have read and understand them.

- PCTB is an equal employment opportunity employer that selects the individual who is the best match for a position based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, genetic information, or other protected group status.
- If you are the successful applicant for this position or for any other position, PCTB will contact you by telephone, letter, or email to extend an offer of employment to you. The offer letter will provide an overview of terms and conditions of employment.
- Like substantially all American employers, PCTB employs its personnel "at will." This means that you are free to leave your employment with PCTB at any time, and PCTB is free to terminate your employment at any time. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity, failure to submit such proof will result in denial of employment.
- Any intentional misstatements, misrepresentations, or other distorted information in your employment application will be considered the falsification of company documents. Persons guilty of such falsification are subject to discipline up to and including discharge.
- I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorized all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.
- Whether compensation is expressed as an hourly, monthly, annual, or other amount, all employees are considered "at will," absent express written agreement to the contrary.
- All policies of PCTB are in writing. They are distributed to employees at the time of employment. You should not rely on any oral representations made to you by anyone in the company, if the representation is contrary to the written policy.

- Drug and alcohol abuse is, sadly, widespread throughout the country costing employers millions of dollars annually in medical costs, lost productivity, and the like. PCTB may at any time ask you to submit to a random drug test. Likewise, if PCTB ever has reason to suspect you of using illegal drugs or misusing legal ones, or of using alcohol during work hours, PCTB has the right to require you to submit to drug or alcohol testing. If any employee concludes that he or she has a problem with alcohol or other substance abuse, the employee may consult privately with the PCTB Director and Board President and PCTB will make accommodation for treatment at the employee's expense. *Company therefore requires all new employees to pass an initial drug screening prior to employment.*
- I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.
- I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

APPLICANT'S STATEMENT

I have acknowledged my understanding of the foregoing principles and policies. I understand that compliance with the foregoing, as applicable, is a material term and condition of my employment.

Candidate's Signature: _____ Date: _____

Submit your application and resume to: email@pulaskicountyusa.com