



EMPLOYMENT APPLICATION

4255 West Pine
 St. Louis, MO 63108
 (314) 535-1950
 www.rejis.org

Position Applied for _____

Date of Application _____

REJIS Commission is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, sex, age, disability, religion, color, national origin, sexual orientation, gender identity, veteran status, or any other protected group status.

PERSONAL

Last Name		First	Middle
Street Address			Home Phone ()
City, State, Zip			Business Phone ()
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Proof of U.S. Citizenship or Immigration status will be required upon employment			E-mail address
How did you learn of this job?			Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Names of relatives employed by REJIS Commission:			When will you be available to begin work?

EDUCATION

SCHOOL	NAME AND LOCATION OF SCHOOL	AREA OF STUDY	DID YOU GRADUATE?	DEGREE OR DIPLOMA
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/ Technical			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

MILITARY

Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, in what Branch?
Describe any training you received relevant to the position for which you are applying.	

EMPLOYMENT

Company Name:		Telephone ()
Address, City, State, Zip		Dates of Employment From: / / To: / /
Name of Supervisor	Base Salary: OT, bonus, commissions:	Reason for Leaving:
Job Title and Description of Duties: _____ _____ _____		

Company Name:		Telephone ()
Address, City, State, Zip		Dates of Employment From: / / To: / /
Name of Supervisor	Base Salary: OT, bonus, commissions:	Reason for Leaving:
Job Title and Description of Duties: _____ _____ _____		

Company Name:		Telephone ()
Address, City, State, Zip		Dates of Employment From: / / To: / /
Name of Supervisor	Base Salary: OT, bonus, commissions:	Reason for Leaving:
Job Title and Description of Duties: _____ _____ _____		

Company Name:		Telephone ()
Address, City, State, Zip		Dates of Employment From: / / To: / /
Name of Supervisor	Base Salary: OT, bonus, commissions:	Reason for Leaving:
Job Title and Description of Duties: _____ _____ _____		

ADDITIONAL INFORMATION

May we contact your present employer?

Yes No

May we contact your previous employers?

Yes No

Please list specialized skills, software knowledge, office equipment experience, etc. which you possess:

Typing WPM: _____

Summarize any additional information such as experience, skills or qualifications which you feel may be helpful to us in considering your application.

PROFESSIONAL REFERENCES

<u>Name and Occupation</u>	<u>Address/Phone</u>	<u>Years Acquainted</u>
1.		
2.		
3.		

APPLICANT STATEMENT

Please read the following statement, sign and date.

I understand that any unanswered questions may cause this application to be rejected.

I certify that all answers and statements contained in this application are true to the best of my knowledge and I understand that, in the event of employment, any false or misleading statements on this application may be cause for dismissal.

I authorize REJIS Commission to conduct a complete background investigation, including a fingerprint based criminal history background check. I understand that if I am hired, REJIS Commission will periodically run background checks.

I also agree that all former employers or any other persons may furnish REJIS Commission with all information regarding their record of my service, salary, character, and reason for leaving. I hereby release such former employers and persons from all liability of providing such information.

Date: _____

Signature: _____