

County of Knox

107 N. 4th St.
Edina, Mo. 63537

Assessor: 660-397-4002

Circuit Clerk: 660-397-2305

Collector: 660-397-2349

Commissioners: 660-397-2688

County Clerk: 660-397-2184

Prosecutor: 660-397-2658

Recorder: 660-397-4005

Sheriff: 660-397-2186

Treasurer: 660-397-3364

Knox County is an Equal Opportunity Employer and fully subscribes to principles of Equal Opportunity. Applicants and/or employees are considered for hire, promotion, and job status, without regard to race, color, religion, creed, sex, national origin, age, disability, or genetics.

Date: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone: _____ Email Address: _____

I. General Information

Position applying for: _____ Desired salary: \$ _____ Per: Hour / Year

Date you can start: _____

If required, will you work? Rotating Shifts Yes No Weekends Yes No
Overtime Yes No Holidays Yes No

Are you able to perform the essential job functions of the position which you are applying for with or without reasonable accommodation? Yes No

Have you been convicted of a criminal offense (felony or misdemeanor) during the past seven years? *A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform the position for which you are applying.* Yes No

If Yes, please explain:

II. Education & Training

Highest Grade Level Completed: (Circle One) High School/GED College: 1 2 3 4 Masters Doctorate

High School Address: (diploma/GED received from)

College/University Address: (highest degree received from)

Other/Technical Institution Address (certificate/degree received from)

Course of Study	Grade Average	Year Achieved

List any scholarships, academic honors, awards or special achievements:

III. Skills & Interests

Please list any relevant skills you have that are appropriate for the position you are applying for:

State fully why you feel you are qualified for this position:

Describe any volunteer work or hobbies that have provided you significant experience that may be useful in the position you are seeking:

IV. Employment History

Starting with your present or most recent employer, list in consecutive order all employment for at least the past three employers.

If currently employed, may we contact your employer: Yes No

Job Title:	Employed (Mo/Yr) From: To:	Salary: <input type="checkbox"/> Hourly <input type="checkbox"/> Yearly Begin: End: S S
Employer Name:		
Street Address:		Phone #:
Supervisor Name & Title :	Reason for leaving:	
List duties preformed and skills used while employed:		

Job Title:	Employed (Mo/Yr) From: To:	Salary: <input type="checkbox"/> Hourly <input type="checkbox"/> Yearly Begin: End: S S
Employer Name:		
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Employer Name:		
Street Address:		Phone #:
Supervisor Name & Title :	Reason for leaving:	
List duties preformed and skills used while employed:		

V. Certification

I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

Signature: _____ Date: _____