



Harry S Truman Coordinating Council

800 E Pennell  
Carl Junction, MO 64834  
(417) 649-6400

## APPLICATION FOR EMPLOYMENT

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

Are you legally authorized to work in the United States? \_\_\_\_\_

Have you ever worked for this organization? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

---

### EDUCATION:

High School \_\_\_\_\_ Location \_\_\_\_\_

Did you graduate? \_\_\_\_\_

College Name \_\_\_\_\_ Location \_\_\_\_\_

Major or Field of Study \_\_\_\_\_ Degree / Hours Completed \_\_\_\_\_

College Name \_\_\_\_\_ Location \_\_\_\_\_

Major or Field of Study \_\_\_\_\_ Degree / Hours Completed \_\_\_\_\_

---

### EMPLOYMENT HISTORY:

Current/Most Recent Employer: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_

Position You Held: \_\_\_\_\_

Brief Description of Job Duties: \_\_\_\_\_

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

May we contact this employer for a reference? \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_  
Position You Held: \_\_\_\_\_  
Brief Description of Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this employer for a reference? \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_  
Position You Held: \_\_\_\_\_  
Brief Description of Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this employer for a reference? \_\_\_\_\_

---

### **MILITARY SERVICE**

Have you served in the military? \_\_\_\_\_ Dates of service: \_\_\_\_\_  
Type of discharge: \_\_\_\_\_

---

### **PROFESSIONAL REFERENCES:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*HSTCC is an equal employment opportunity employer. The Organization employs, retains, promotes, terminates, and otherwise treats all employees and job applicants without regard to their sex, sexual orientation, race, color, religion, national origin, age, marital status, disability, or any other characteristic protected by law.*