

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

INSTRUCTIONS: Please type or print in ink. Attach additional sheets if necessary. Resumes are not accepted in lieu of a completed application.

PERSONAL INFORMATION

NAME (LAST, FIRST, MIDDLE, SUFFIX)

HAVE YOU EVER BEEN KNOWN BY ANOTHER NAME? YES NO IF YES, PLEASE LIST E-MAIL ADDRESS

HOME ADDRESS (STREET, CITY, STATE, ZIP CODE)

TELEPHONE NUMBER - HOME WORK CELL

List relatives currently working for the Department of Social Services (i.e. spouse, parents, children, grandparents, grandchildren, siblings, first cousins, in-laws, aunts, uncles, nephews and nieces – include all blood, step and foster relationships).

NAME	RELATIONSHIP	DIVISION OF WORK

EDUCATION

Are you a High School graduate or do you have an equivalency (GED) certificate? Yes No

List College, University, Vocational School, Others (Attach Transcripts)

NAME AND LOCATION	ATTENDANCE DATES		COURSE OF STUDY	HOURS COMPLETED	DEGREE EARNED
	MO	YR			

IF APPLICABLE TO YOUR PROFESSION, LIST ASSOCIATION OR LICENSING AUTHORITY AND CERTIFICATION, REGISTRATION OR LICENSE NUMBER.

EMPLOYMENT RECORD

HAVE YOU EVER WORKED FOR A STATE AGENCY? YES NO IF YES, LIST AGENCY AND DATES EMPLOYED

HAVE YOU EVER BEEN TERMINATED FROM EMPLOYMENT OR ASKED TO RESIGN BY AN EMPLOYER? IF YES, PLEASE PROVIDE COMPANY NAMES AND DETAILS YES NO

Describe in detail all positions that you have had during the last ten (10) years, starting with most recent employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Attach extra sheets if necessary.

NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM MO YR	TO MO YR	POSITION HELD AND DESCRIPTION OF DUTIES	REASON FOR LEAVING
	TELEPHONE			
	NAME OF SUPERVISOR			
	TELEPHONE			
	NAME OF SUPERVISOR			
	TELEPHONE			
	NAME OF SUPERVISOR			
	TELEPHONE			
	NAME OF SUPERVISOR			

CONDITIONS OF EMPLOYMENT (COMPLETE QUESTIONS 1-8)

1. You may be required to work outside of your normal work schedule, including early mornings, nights or weekends. Will you accept this condition? Yes No
2. You may be required to travel. Will you accept this condition? Yes No
3. Compensatory time is normally granted in lieu of overtime payment in cash. Will you accept this condition? Yes No
4. You will be required to direct deposit your paycheck or receive a paycard in lieu of a paper check. Will you accept this condition? Yes No
5. Failure to file all Missouri state income tax returns and pay all state income taxes owed may result in dismissal from employment. Will you accept this condition?
 Yes No
6. In support of the U.S. Military Selective Service Act, the State of Missouri requires individuals employed by the state be registered with the Selective Service Administration. If hired by DSS and if you are a male, 18-26 years of age, will you meet this requirement? Yes No N/A

7. Have you ever been involved as a perpetrator in any child abuse or elderly abuse which was substantiated or determined probable cause or reason to suspect and documented by a state agency, regardless of whether proven in court and whether a criminal conviction of any kind occurred? Yes No If yes, complete the next two lines.

DATE	CITY	STATE	COUNTY
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CIRCUMSTANCES (IDENTIFY CHARGES)

8. DSS conducts pre-employment background checks on final candidates as listed below (paid by the agency with the exception of the cost associated with providing a driver's record for applicants with a confidential or out-of-state driver's license). All offers of employment are conditional on background check results. Non-criminal background check results will not be released to you by DSS. Will you accept this condition? Yes No

9. Due to Internal Revenue Service (IRS) guidelines, background checks for employees who have access to Federal Tax Information must include a check of local law enforcement agencies where you have lived, worked, and/or attended school within the last 5 years. Have you lived, worked and/or attended school **outside of Missouri** in the last five 5 years? Yes No If yes, provide the following. Attach extra sheets if necessary.

STATE	COUNTY	DATES

Non-criminal background checks include but may not be limited to: Employment history and references; professional certifications and educational requirements; child abuse/neglect records; child care facility and foster parent licensing records; Department of Mental Health Employee Disqualification Registry; Department of Health and Senior Services Employee Disqualification List; Family Care Safety Registry; Claims Accounting Restitution System for debts owed to the State for overpayment of public assistance benefits received; and driver's license status. **Criminal background checks include:** fingerprint checks for open and closed state and federal criminal records and the Sex Offender Registry. DSS participates in the Missouri and National Rap Back programs.

Background check results which may cause the withdrawal of a conditional employment offer, rejection of an applicant, dismissal of an employee or rejection of a volunteer, etc. include but are not limited to those which:

- Display the propensity to harm a client or resident (e.g., if an individual has been involved as a perpetrator in any child or elderly abuse which was substantiated or determined by a preponderance of the evidence, probable cause or reason to suspect and documented by a state agency, regardless of whether proven in court or whether a criminal conviction of any kind occurred; and if an individual engaged in sexual abuse or harassment of an inmate, detainee, client or resident in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution);
- Demonstrate that an individual is unsuitable for employment or service including criminal acts for which they are under current charge or have been convicted, found guilty, pled guilty or no contest or nolo contendere, or received a suspended imposition of sentence (regardless of whether incarceration actually occurred);
- Negatively affects public confidence in DSS, its staff and services;
- Violate the provisions and regulations of DSS programs (e.g., illegally receiving public assistance payments);
- Result in the individual being unable to obtain and/or maintain a valid driver's license when required for the position;
- Demonstrate an unsatisfactory employment background; and/or
- Demonstrate that in the process of application for employment or service with DSS, an individual misrepresented, falsified or concealed requested information given on an employment application or any other related document(s);

As an applicant who is the subject of a national fingerprint-based criminal history record check, you have certain rights that can be found at <http://www.mshp.dps.missouri.gov/MSHPWeb/Publications/Forms/documents/MissouriApplicantFingerprintPrivacyNotice.pdf>

READ VERY CAREFULLY BEFORE SIGNING

I certify that information given by me is true and complete to the best of my knowledge and belief. I understand that should an investigation at any time disclose any such misrepresentation, falsification, or concealment as to a material fact, it will be sufficient grounds for rejection of my application and/or removal from employment. I authorize the Department of Social Services (DSS) to investigate, obtain and compile information concerning my employment history; to obtain a copy of my college transcript(s); and to conduct a pre-employment background check and annual record review of myself, including information pertaining to any report of child or adult abuse or neglect revealed by an examination of government abuse/neglect records and/or information related to any arrests or convictions for criminal acts and other checks as listed above or deemed appropriate. I release DSS from any legal liability that may result from these investigations. I waive all provisions of law forbidding colleges or universities which I attended, law enforcement agencies or past employers, from disclosing any information which they acquired relative to my employment. I consent that via a copy of this application form, they may disclose such information to DSS. I understand that any offer of employment is conditional upon results of background checks and upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act. I hereby waive any rights to review any information obtained by DSS as a result of background checks.

SIGNATURE	DATE
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