



Pettis County
Road & Bridge Dept.
1511 N. Ohio
Sedalia, MO 65301
(660) 826-7187

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Date of birth: _____

Position Applied for: Laborer / Operator (CDL required) / Mechanic Desired Salary: \$ _____

Circle one

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Driver's License

Class F – Unrestricted driver's license

Commercial Driver License

Class A

Class B

Class C

Class E – Chauffeur license

Do you have experience operating heavy machinery? YES NO

If yes, please explain what type of equipment you have operated and length of time: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Special Matters

Do you have any physical, mental, or medical impairment or disability that would limit your job performance or require workplace accommodations for the position for which you are applying? YES NO

If yes, please explain: _____

References

Please list three professional references:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

1. *I certify that my answers are true and complete to the best of my knowledge.*
2. *I understand that employment may be conditioned upon a favorable health evaluation, which may include a medical approved laboratory test for the detection of narcotics or other drugs, the presence of which may affect my performance as an employee and may be used as grounds for denying employment. Drugs and other substances that are considered controlled substances under the Controlled Substances Act (CSA) and are regulated under existing federal law may be tested for.*
3. *If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*
4. *I authorize investigation of such statements contained in this application for employment as may be deemed necessary by the employer in arriving at an employment decision. Former employers named herein are hereby released from any and all liability for issuing information pursuant to such investigation. I hereby waive any privilege I have as to such information.*
5. *I understand that this application is not intended to be a contract of employment. I further understand that, if hired, my employment will be as an employee at will, and that my employment may be terminated by the employee or the employer at any time, with or without cause.*

Signature: _____ Date: _____

A qualified individual is one who:

- Has the physical ability required to lift and move objects weighing up to 75 lbs.
- Can perform required duties in inclement weather conditions including but not limited to ice, snow, extreme heat, and extreme cold.
- Must pass a DOT pre-employment drug test and background check.
- Has vision and hearing, with or without corrective devices, considered within the normal range necessary to safely operate heavy equipment.
- Can understand, interpret, and implement verbal and written instruction.

Laborer:

- Perform manual labor related to completing road construction and maintenance, paving, brush removal, and mowing functions.
- Perform traffic monitoring and control, including the flagging of vehicles and the distribution of barricades, warning signs, and safety cones.
- Operate various hand and power tools in the performance of routine construction and maintenance duties.
- Operate Class C vehicles in the performance of routine duties; load and secure materials and equipment on truck for transportation; transport staff, fuel, tools, and/or other materials to and from work sites; complete vehicle and equipment inspection reports.
- Perform general patrolling and clearing duties on roads, ditches, road access areas, and culverts.
- Perform generalized yard and building maintenance, including sweeping, mopping, shelving and mowing.
- Assist in the construction of fences, guardrails, and/or other structures.
- Perform excavations and general sanitation duties on roads, ditches, and road access areas.
- Perform other related duties as assigned.

Operator:

- All bullet points listed above
- Must have a CDL class A or B.
- Pulls levers or turns crank to tilt body and dump contents.
- Inspects truck equipment and supplies such as tires, lights, brakes, gas, oil, water and all fluids and performs pre and post trip inspections.
- Responsible for the condition of their vehicle. For example, keeps truck clean and in good working order.
- Inspects material to ensure it has been loaded correctly and is secure and reviews shipping documents to verify all information is accurate.
- Driver must be in DOT Compliance at all times during employment with Pettis County. Must maintain a clean driving record.
- Operate, drive, and control heavy equipment.
- Load and unload equipment from vehicles.
- Have complete knowledge of machine settings.
- Check and maintain equipment functionality often.
- Keep performance records of machine functionality regularly.
- Provide preemptive maintenance on equipment to prevent malfunction.
- Comply with the company's safety policies and procedures.
- Conduct pre-trip and post-trip evaluations of equipment.
- Perform minor repairs and report issues for larger repairs.

Pettis County is committed to avoiding any unfair treatment or discrimination in employment policies and practices as related to race, religion, national origin, ancestry, sex, or age. Pettis County is an equal opportunity employer.

All employees are employed "at will" and may be terminated at any time by Pettis County. An employee may also terminate his or her employment with Pettis County at any time.