



STATE OF MISSOURI  
DEPARTMENT OF MENTAL HEALTH  
SOUTHEAST REGION

Human Resources  
1010 W. Columbia  
Farmington, MO 63640

# EMPLOYMENT APPLICATION

*Southeast Missouri Mental Health Center (SMMHC)*

**Please check one or both**

- Adult Psychiatric Services (APS)*  
 *Sex Offender Rehabilitation & Treatment Services (SORTS)*

NAME (LAST)		(FIRST)	(MIDDLE)	SOCIAL SECURITY NUMBER	
ADDRESS		CITY	STATE	ZIP CODE	COUNTY
TELEPHONE NUMBER	ALTERNATE/CELL NUMBER	HAVE YOU WORKED UNDER ANY OTHER NAME? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, WHAT NAME(S)? _____			MAIDEN NAME

FOR WHAT POSITION(S) ARE YOU APPLYING? \_\_\_\_\_

HOW DID YOU LEARN ABOUT THIS POSITION?  
 Newspaper       Division of Family Services       Family/Friend  
 Job Service       Just walked in       Other \_\_\_\_\_

FOR WHAT TYPE OF EMPLOYMENT ARE YOU APPLYING?  
 FULL TIME       PART TIME       TEMPORARY       ANY

WHAT IS THE MINIMUM SALARY YOU WILL ACCEPT? \_\_\_\_\_

STATE LAW PROHIBITS THE HIRING OF RELATIVES IN CERTAIN SITUATIONS. DO YOU HAVE ANY RELATIVES (SPOUSE, CHILD, PARENT, SIBLING, GRANDPARENT OR GRANDCHILD) WORKING FOR THE DEPARTMENT OF MENTAL HEALTH?  Yes  No IF YES, STATE DETAILS \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED BY SOUTHEAST MISSOURI MENTAL HEALTH CENTER (ADULT PSYCHIATRIC SERVICES), SEX OFFENDER REHABILITATION & TREATMENT SERVICES (SORTS), OR ANY OTHER STATE OF MISSOURI AGENCY?  Yes  No IF YES, PLEASE STATE AGENCY NAME, JOB TITLE AND DATES OF EMPLOYMENT \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF, PLED GUILTY OR NOLO CONTENDERE TO, ANY CRIME OTHER THAN A MINOR TRAFFIC VIOLATION, INCLUDING ANY SUSPENDED IMPOSITION OR EXECUTION OF SENTENCE; OR HAVE YOU SERVED ANY PERIODS OF PAROLE OR PROBATION?  Yes  No IF YES, STATE DETAILS \_\_\_\_\_

HAVE YOU EVER BEEN FOUND TO HAVE ABUSED OR NEGLECTED ELDERLY OR HANDICAPPED PATIENTS OR RESIDENTS, OR HAVE YOU BEEN PLACED ON THE EMPLOYEE DISQUALIFICATION LIST OF THE DIVISION OF AGING?  Yes  No

TO YOUR KNOWLEDGE, DO YOU HAVE ANY RELATIVES OR FRIENDS CURRENTLY OR POTENTIALLY RECEIVING SERVICES AT THE SEX OFFENDER REHABILITATION & TREATMENT SERVICES (SORTS), THE CORRECTIONAL TREATMENT CENTER AND /OR THE FORENSIC PROGRAM AT ADULT PSYCHIATRIC SERVICES (APS)?  Yes  No IF YES, THIS WILL BE DISCUSSED CONFIDENTIALLY WITH THE INTERVIEWER.

## RECORD OF EDUCATION

HAVE YOU GRADUATED FROM HIGH SCHOOL OR OBTAINED A GED?  YES  NO  
 ARE YOU CURRENTLY ATTENDING SCHOOL/COLLEGE?  YES  NO

*LIST COLLEGE, UNIVERSITY OR VOCATIONAL SCHOOL BELOW*

NAME AND LOCATION	DATES OF ATTENDANCE	COURSE OF STUDY	SEMESTER HOURS OR CLOCK HOURS COMPLETED	LIST DIPLOMA OR DEGREE ATTAINED
NAME				
LOCATION				
NAME				
LOCATION				

**RECORD OF EMPLOYMENT/MILITARY SERVICE**

**(Begin with current or most recent employer)**

**(Attach additional sheets if necessary. Resume may be used if ALL information is available.)**

NAME AND ADDRESS OF EMPLOYER	FROM		TO		HOURS PER WEEK	POSITION HELD AND DUTIES	
	MONTH	YEAR	MONTH	YEAR			
							NAME OF SUPERVISOR
							TELEPHONE
							REASON FOR LEAVING
							NAME OF SUPERVISOR
							TELEPHONE
							REASON FOR LEAVING
							NAME OF SUPERVISOR
							TELEPHONE
							REASON FOR LEAVING
							NAME OF SUPERVISOR
							TELEPHONE
							REASON FOR LEAVING
							NAME OF SUPERVISOR
							TELEPHONE
							REASON FOR LEAVING

MAY WE CONTACT YOUR PRESENT EMPLOYER(S)?  Yes  No IF YES, YOUR SIGNATURE BELOW AUTHORIZES ANY FORMER OR PRESENT EMPLOYER TO FURNISH THE DEPARTMENT OF MENTAL HEALTH WITH ANY AND ALL INFORMATION CONCERNING YOUR PREVIOUS EMPLOYMENT AND RELEASES ANY FORMER OR CURRENT EMPLOYER FROM ALL LIABILITY FOR AND DAMAGES IN FURNISHING SUCH INFORMATION. IF NO, ONLY FORMER EMPLOYERS WOULD BE CONTACTED AND YOUR SIGNATURE BELOW PROVIDES AUTHORIZATION AND RELEASES FROM LIABILITY AS INDICATED ABOVE.

IF YOU ARE CURRENTLY CERTIFIED, REGISTERED, OR LICENSED TO PRACTICE YOUR PROFESSION OR OCCUPATION, GIVE NAME OF ASSOCIATION OR LICENSING AUTHORITY \_\_\_\_\_ CERTIFICATION, REGISTRATION, OR LICENSING NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ CERTIFIED, REGISTERED, OR LICENSED IN THE STATE OF MISSOURI?  YES  NO

IF LICENSED, HAS YOUR PROFESSIONAL LICENSE (EXCEPT FOR DRIVER'S LICENSE) EVER BEEN DISCIPLINED, SUSPENDED, REVOKED, REPRIMANDED, RESTRICTED, CURTAILED, OR VOLUNTARILY SURRENDERED, OR DO YOU HAVE ANY PENDING COMPLAINTS BEFORE ANY REGULATORY BOARD OR AGENCY, OR IS THERE ANY INVESTIGATION OR ADVERSE ACTION NOW PENDING AGAINST YOU?  YES  NO IF YES, EXPLAIN ALL SUCH INCIDENTS, GIVING FACTS AND DATES, AND DESCRIBING ANY ACTION THAT YOU TOOK AND ANY RESOLUTION TO THE MATTER. (IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET.) \_\_\_\_\_

SHOULD I BE EMPLOYED BY THIS FACILITY, I UNDERSTAND THAT I WILL BE REQUIRED TO FULFILL ALL ESSENTIAL FUNCTIONS OF THE JOB I AM HIRED TO PERFORM, WITH OR WITHOUT ACCOMODATION. INABILITY TO DO SO MAY RENDER ME NO LONGER QUALIFIED FOR THE POSITION, AND MAY BE CONSIDERED CAUSE FOR DISMISSAL.

A DRUG SCREEN WILL BE PERFORMED PRIOR TO EMPLOYMENT. EMPLOYMENT WILL BE CONTINGENT UPON NEGATIVE RESULTS.

I UNDERSTAND THAT THE DEPARTMENT OF MENTAL HEALTH PARTICIPATES IN RANDOM DRUG SCREEN AND RANDOM BACKGROUND SCREENINGS OF EMPLOYEES AND THAT CONTINUED EMPLOYMENT WILL BE CONTINGENT UPON THE RESULTS OF THESE SCREENINGS.

I UNDERSTAND THAT SOUTHEAST MISSOURI MENTAL HEALTH CENTER PROMOTES A DRUG FREE WORK PLACE AND AGREE TO TESTING AS THE FACILITIES DEEM NECESSARY.

I UNDERSTAND THAT SOUTHEAST MISSOURI MENTAL HEALTH CENTER IS A TOBACCO FREE ENVIRONMENT WHICH PROHIBITS THE USE/POSSESSION OF ALL TOBACCO PRODUCTS ON GROUNDS, BUILDINGS, AND PARKING LOTS. I AGREE TO COMPLY WITH THE SOUTHEAST REGION POLICY, R-LD.190 – SMOKE/TOBACCO FREE CAMPUS.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND THAT ANY FALSIFICATION OR MISREPRESENTATION MAY RESULT IN MY DISMISSAL AT ANY TIME THEREAFTER SHOULD I BE EMPLOYED BY THE STATE OF MISSOURI.

SIGNATURE	E-MAIL ADDRESS	DATE
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