



Employment Application- Deputy City Clerk Position

Instructions: Interested persons should complete the below application along with cover letter and resume and submit to leetonmayor@gmail.com or mail to City of Leeton, P.O. Box 87, Leeton, MO 64761. Questions about the position should be directed to City Hall 660-653-4622 or Mayor Taylor Elwell at leetonmayor@gmail.com.

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit #

City State ZIP Code

Phone: Email

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 been convicted of a felony? YES NO

If yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Degree:

Other: Address:

From: To: Did you graduate? YES NO Degree:

Skills

Do you have experience with:

Email =

Microsoft Office Suite: =

Word Excel Publisher

Website design =

QuickBooks =

Other Accounting software =

Other software: =



