

# Employment Application Instructions

Apply for a career with the Missouri Department of Natural Resources in four easy steps:

Step 1: Visit our careers opportunities page at [dnr.mo.gov/hr/vacancy.htm](http://dnr.mo.gov/hr/vacancy.htm).

Step 2: Download our application.

Step 3: Complete and save the employment application, and then gather your resume, any college transcripts, and other supporting documentation.

Step 4: Email your employment application, **noting the position code in the email subject line**, along with your resume, transcripts (please provide a digital copy of your official transcripts), and other documentation to [dnrhr@dnr.mo.gov](mailto:dnrhr@dnr.mo.gov). If you are applying for a seasonal position in our state parks, please see the Missouri State Parks Employment Opportunities page at [mostateparks.com/page/55061/employment-opportunities](http://mostateparks.com/page/55061/employment-opportunities), for instructions on how to submit your application.

**Please note if you do not provide a position code in the subject line of your email, we may not be able to process your application.**

In order to complete the application using a computer, download Adobe Acrobat Reader or another compatible PDF reader. You may also print the application, complete, scan and save it to your computer.

We ask that you submit an application each time you wish to be considered for a vacancy (we do not keep copies of applications, resumes or transcripts on file). As such, saving your application on your computer for future reference is recommended. **Be sure to update the title and position code box on the application each time you apply.**

***The Missouri Department of Natural Resources will no longer be using job classification registers to contact candidates about job opportunities. Candidates will no longer be required to complete an EASe application or register for specific career classifications in order to be eligible to apply for career opportunities.***

The department provides weekly job bulletins to subscribers. If you are not a current subscriber, register by visiting the MoDNR vacancy page, [dnr.mo.gov/hr/vacancy.htm](http://dnr.mo.gov/hr/vacancy.htm), and selecting "Get Updates on this Issue." If you are already subscribed, we will continue to send you these career bulletins.

Eligibility requirements for each career classification may be found here: [oa.mo.gov/personnel/classification-specifications/](http://oa.mo.gov/personnel/classification-specifications/).

If you have questions about our application process, contact the Human Resources Program at [dnrhr@dnr.mo.gov](mailto:dnrhr@dnr.mo.gov) or 573-751-2518.



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
**EMPLOYMENT APPLICATION**

PERSONAL INFORMATION				
LAST NAME	FIRST NAME	MIDDLE	PREVIOUS NAMES USED	
ADDRESS		CITY		STATE
ZIP CODE				
HOME TELEPHONE WITH AREA CODE	MOBILE NUMBER WITH AREA CODE	EMAIL ADDRESS		
ARE YOU AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID YOU COMPLETE HIGH SCHOOL OR RECEIVE AN EQUIVALENCY CERTIFICATE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
PROFESSIONAL LICENSES/CERTIFICATES HELD, LICENSE/CERTIFICATE NUMBER(S)				
DO YOU HAVE RELATIVES WORKING FOR THE DEPARTMENT OF NATURAL RESOURCES? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, WHO?		
TITLE AND POSITION CODE FOR WHICH APPLYING		HOW DID YOU HEAR ABOUT THIS POSITION?		
EDUCATION				
SCHOOL NAME	LOCATION	HOURS COMPLETED	DEGREE RECEIVED	MAJOR
PROFESSIONAL REFERENCES				
NAME	TITLE	COMPANY	TELEPHONE WITH AREA CODE	
DISCLAIMER				
<p><b>By submitting this application, I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that any false or misleading information in this application or interview may result in my release.</b></p>				
<p>THE MISSOURI DEPARTMENT OF NATURAL RESOURCES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, NATIONAL ORIGIN, RELIGION, DISABILITY, OR STATUS AS A VETERAN. ANY PERSON HAVING INQUIRIES CONCERNING THIS NONDISCRIMINATION RESOLUTION ARE ENCOURAGED TO CONTACT THE DIRECTOR OF THE HUMAN RESOURCES PROGRAM, DEPARTMENT OF NATURAL RESOURCES, P.O. BOX 176, JEFFERSON CITY, MISSOURI 65102-0176. TELEPHONE 573-751-2518, TTY/TTD USERS, PLEASE USE THE RELAY MISSOURI NUMBER: 800-735-2966.</p>				

PLEASE COMPLETE THE SECTION BELOW STARTING WITH YOUR PRESENT OR MOST RECENT EMPLOYER.  
USE ADDITIONAL SHEETS OF PAPER IF NECESSARY.

EMPLOYMENT HISTORY				
EMPLOYER (1)		JOB TITLE		DATES EMPLOYED
WORK TELEPHONE WITH AREA CODE	SUPERVISOR NAME	SUPERVISOR TITLE	SUPERVISOR TELEPHONE WITH AREA CODE	
ADDRESS		CITY	STATE	ZIP CODE
REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOURS PER WEEK
BRIEFLY DESCRIBE DUTIES OF THIS POSITION				
EMPLOYER (2)		JOB TITLE		DATES EMPLOYED
WORK TELEPHONE WITH AREA CODE	SUPERVISOR NAME	SUPERVISOR TITLE	SUPERVISOR TELEPHONE WITH AREA CODE	
ADDRESS		CITY	STATE	ZIP CODE
REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOURS PER WEEK
BRIEFLY DESCRIBE DUTIES OF THIS POSITION				
EMPLOYER (3)		JOB TITLE		DATES EMPLOYED
WORK TELEPHONE WITH AREA CODE	SUPERVISOR NAME	SUPERVISOR TITLE	SUPERVISOR TELEPHONE WITH AREA CODE	
ADDRESS		CITY	STATE	ZIP CODE
REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOURS PER WEEK
BRIEFLY DESCRIBE DUTIES OF THIS POSITION				
EMPLOYER (4)		JOB TITLE		DATES EMPLOYED
WORK TELEPHONE WITH AREA CODE	SUPERVISOR NAME	SUPERVISOR TITLE	SUPERVISOR TELEPHONE WITH AREA CODE	
ADDRESS		CITY	STATE	ZIP CODE
REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOURS PER WEEK
BRIEFLY DESCRIBE DUTIES OF THIS POSITION				