



CITY OF UNION
500 East Locust St.
Union, Mo. 63084

EMPLOYMENT APPLICATION

The City of Union is an Equal Opportunity Employer and considers all applications without regard to race, religion, gender, color, age, marital status, national origin, disability, Vietnam era or other veteran status.

Please complete all items and print in ink.

Position applied for: _____ **Today's date:** _____

Date Available: _____ **Salary Requirements:** _____

Personal Information

Name _____
(Last) (First) (MI) (Social Security Number)

Address _____
(Street) (Home Telephone Number)

(City) (State) (Zip) (Alternate Telephone Number)

Are you over 18 years of age? ___Yes ___No If under age 18, list your date of birth _____

Are you eligible for employment in the United States? ___Yes ___No

Has any time restriction been placed on your eligibility for employment in the United States? ___Yes ___No

If yes, what restrictions? _____

***Note:** If hired, you are required by law to submit proof of identity and eligibility to work in the United States.

Have you ever been employed by the City of Union? ___Yes ___No If yes, list dates and position held: _____

Do you have any friends/relatives employed by the City of Union? ___Yes ___No If yes, list names and relationships: _____

Have you ever been convicted of a felony? ___Yes ___No If Yes, please explain, in detail: _____

***Note:** Disclosure of a criminal record will not necessarily disqualify you from employment, as the nature/date of the offense and the position for which you are applying will also be taken under consideration.

Military Service Information

Have you ever served in the United States Armed Forces: ___Yes ___No If Yes, please list length of service:

Service years-_____, months _____ List special skills / abilities acquired:_____

Education

<u>Name and Address Of School Attended</u>	<u>Number of Years Attended</u>	<u>Did you Graduate?</u>	<u>Type of Degree/Diploma Received or Expected</u>	<u>Major/Minor Fields of Study</u>
HIGH SCHOOL		Y / N GPA:		
COLLEGE / UNIVERSITY		Y / N GPA:		
OTHER		Y / N GPA:		

List honors, awards, and scholarships received:_____

References:

Please list names, addresses, and phone numbers of three persons familiar with your character, abilities, or education for more than one year. (Do NOT list names of friends or relatives)

1. _____

2. _____

3. _____

Employment Record

List all employment history, beginning with your current or most recent position. Please attach a separate sheet if necessary.

Company Name and Address / Telephone Number

Position / Title / Responsibilities

Supervisor's Name and Title _____
Length of Employment _____ YEARS _____ MONTHS Starting Salary: _____ Final Salary: _____
Reason for leaving: _____

Company Name and Address / Telephone Number

Position / Title / Responsibilities

Supervisor's Name and Title _____
Length of Employment _____ YEARS _____ MONTHS Starting Salary: _____ Final Salary: _____
Reason for leaving: _____

Company Name and Address / Telephone Number

Position / Title / Responsibilities

Supervisor's Name and Title _____
Length of Employment _____ YEARS _____ MONTHS Starting Salary: _____ Final Salary: _____
Reason for leaving: _____

Company Name and Address / Telephone Number

Position / Title / Responsibilities

Supervisor's Name and Title _____
Length of Employment _____ YEARS _____ MONTHS Starting Salary: _____ Final Salary: _____
Reason for leaving: _____

