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3. SUBMIT/EMAIL



CITY OF UNION 10 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.

<u>Please complete all items and print in ink.</u>					
Position a	pplied for:		רר	Foday's date:	
Date Avail	able:	Salary R	equirements:		
<u>Personal In</u>	formation				
Name					
	(Last)	(First)	(MI)	(Social Security Number)	
Address	(Street)			(Home Telephone Number)	
-	(City)	(State)	(Zip)	(Alternate Telephone Number)	
Are you over 1	8 years of age?	_YesNo If unde	r age 18, list your o	date of birth	
Are you eligibl	e for employment in	the United States?Ye	esNo		
Has any time i	restriction been place	ed on your eligibility for em	nployment in the U	nited States?YesNo	
If yes, what re	strictions?				
-					
<u>*Note:</u> 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? <u>Yes</u> If yes, list dates and position held:					
Do you have any friends/relatives employed by the City of Union?YesNo If yes, list names and relationships:					
Have you ever been convicted of a felony?YesNo If Yes, please explain, in detail:					
<u>*Note:</u> 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:YesNo	If Yes, please list length of service:
Service years, months	List special skills / abilities acc	quired:

# **Education**

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

List honors, awards, and scholarships received:\_\_\_\_\_

# **References:**

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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)

2.	<u>1.</u>		
2			
2			
<u>.</u>	<u>3.</u>		

<u>Employment Record</u> 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	s / Telephone	Number				
Position / Title / Responsibiliti	es					
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:						

### Notice of Pre-Employment Physical / Testing

The City of Union is committed to maintaining a drug-free workplace; therefore, all candidates for employment (applicants to whom a contingent offer of employment has been made) are required to complete a medical examination, including testing for drug and alcohol use, by a physician of the City of Union's choice. An offer of employment is contingent upon a candidate's submission to and successful completion of the medical exam and test.

### Acknowledgement by Applicant

Following a contingent offer of employment, I hereby agree to undergo the pre-employment physical and drug/alcohol test. I understand that the results of such a test will be disclosed only to the City of Union's City Administrator, Personnel Director, and potential Supervisor, or as required by law. I understand that if I refuse to consent to testing, fail to provide a urine sample when requested, provide a false or tampered urine sample, or fail to successfully complete the physical or drug/alcohol test, I will not be hired in accordance with the City of Union's policy.

Permission is granted to the City of Union to conduct an investigation and to solicit information as to my education and employment history, character and general reputation, and criminal conviction record. I release City of Union and all persons or organizations from any liability arising from such statements, their solicitation or use.

I understand that this employment application and any other company documents are not contracts of employment. I acknowledge that if hired, my employment would not be for any definite period or succession of periods and is considered an at-will arrangement. This means that I am free to terminate my employment at any time for any reason, as is the City of Union, so long as there is no violation of applicable federal or state law. I understand that no representative of the City of Union has the authority to offer or to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. If terminated, I authorize the City of Union to deduct, to the extent permitted by law, any amount which I may owe to the City of Union from any amount which may be owed me.

I certify that all statements made by me on this application are true and correct to the best of my knowledge and belief. I understand that any false, inaccurate, or omitted statements of a material fact could be a cause for rejection of my application or termination of my employment at any time.

I have read, understand, and by my signature consent to the above statements.

Signature of Applicant

## Valid Missouri Driver's License Required

Do you have a valid Missouri driver's license?	YES[]	NO[]
CDL? YES [ ] Class		NO[]