



APPLICATION FOR EMPLOYMENT

THE CITY OF UNION CITY IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

Overview of the hiring and employment process: This *Application* is but one part of the hiring and employment process. Other parts may include an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete any part of the hiring and employment process, please call the following number: 731-885-1341

Prior to completing this *Application* be sure to read the **JOB DESCRIPTION** of the position for which you are applying. As you complete the *Application*, please keep the following in mind:

- All applications for employment are a matter of public record
- We reserve the right to check all information for accuracy and completeness
- If you need accommodation in order to complete this *Application*, please notify the municipality

GENERAL INFORMATION

(Please Print)

Name: _____

Date: _____

Position Desired: _____

Department: _____

Are You Applying For: _____ Fulltime _____ Part time _____ Seasonal

IF PART TIME, WHAT DAYS/HOURS ARE YOU AVAILABLE: _____

HAVE YOU EVER BEEN EMPLOYED BY THE CITY? _____ YES _____ NO

If so, please indicate position, department and dates of employment.



BASED ON THE JOB DESCRIPTION OF THE POSITION FOR WHICH YOU ARE APPLYING:

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU HAVE APPLIED? _____ Yes _____ No

(Note: you may be asked later to demonstrate your ability to perform the essential functions)

PERSONAL DATA

Name _____ SOC. SEC.# _____
 last first middle

Address _____
 number street

 city state zip code

Telephone Number: _____ Business Number: _____

Do you have the Legal right to work in the US? (circle) Yes No

Are you over the age of 18? (circle) Yes No

Have you ever been convicted of a felony? * (circle) Yes No

(* note: this may be relevant if job-related, but does not bar you from employment)

If yes, please explain: _____

Driver's License Number (if required by job) _____

EDUCATION AND TRAINING

High School Attended: _____

 city state

College / University Trade / Business School	City / State Zip Code	Degree Earned	Major Area of Study



Education and Training Continued ...

Other Training Received (special courses, work training programs, armed forces training, etc ...)

Special Qualifications and Skills (license, skills with machines, patents, inventions, publications)

EMPLOYMENT RECORD

List below all present and past employment information and/or substantive volunteer work beginning with the most recent position and ending with your first, if appropriate. Take time to fill in these blocks carefully, your qualifications depend in a large part on your employment history. Indicate if you are now unemployed or if you have never been employed.

May inquiries be made of your present employer regarding your qualifications and record of employment? (A "no" will not affect your consideration for employment.) ___ Yes ___ No

Continued on next page



Employment Continued ...

Employer: _____ **Address:** _____

City/State/Zip Code: _____

Title of Position: _____

Duties and Responsibilities:

Employment Dates: _____
From _____ To _____

Salary History: _____
Starting _____ Ending _____

Employment Continued ...

Supervisor: _____ **Phone#** _____

Reason for Leaving:

Employer: _____ **Address:** _____

City/State/Zip Code: _____

Title of Position: _____

Duties and Responsibilities:

Employment Dates: _____
From _____ To _____

Salary History: _____
Starting _____ Ending _____

Supervisor: _____ **Phone#** _____

Reason for Leaving:



Employment Continued ...

Employer: _____ **Address:** _____

City/State/Zip Code: _____

Title of Position: _____

Duties and Responsibilities:

Employment Dates: _____ From _____ To _____

Salary History: _____ Starting _____ Ending _____

Supervisor: _____ **Phone#** _____

Reason for Leaving:

Employer: _____ **Address:** _____

City/State/Zip Code: _____

Title of Position: _____

Duties and Responsibilities:

Employment Dates: _____ From _____ To _____

Salary History: _____ Starting _____ Ending _____

Supervisor: _____ **Phone#** _____

Reason for Leaving:



Employment Continued ...

Have you any relative, either blood or by marriage, working for the City of Union City
___ Yes ___ No

If so, give names and relationship: _____

REFERENCES

PLEASE LIST THREE PERSONS, OTHER THAN RELATIVES OR FORMER EMPLOYERS WHO HAVE KNOWLEDGE OF YOUR CHARACTER AND/OR ABILITIES.

NAME	MAILING ADDRESS (number, street, city, state)	YEARS KNOWN	PHONE#

***** IMPORTANT *****

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any) to provide any information orally and/or in writing that may be requested to arrive at an employment decision and waive any right of privilege, privacy and/or confidentiality I may have in this information.

Applicant's Signature Date