City of Gladstone

Employment Application

Applicant Information

Full Name: _____ Date: _____

Last   *First*   *M.I.*

Address: _____

Street Address   *Apartment/Unit #*

_____

City   *State*   *ZIP Code*

Phone: _____   Email _____

Date Available: _____   Social Security No.: _____   Desired Salary:$ _____

Position Applied for: _____

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 worked for this company?   YES ☐   NO ☐   If yes, when? _____

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: _____

References

Please list three professional references.

Full Name: _____   Relationship: _____

Company: _____   Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:$ _____ Ending Salary:$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:$ _____ Ending Salary:$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:$ _____ Ending Salary:$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Military Service

Branch: _____   From:_____   To:_____

Rank at Discharge: _____   Type of Discharge:_____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____   Date:_____