

Please list any special training or skills _____

Membership in professional or civic organizations:

(Exclude those which may disclose your race, color, religion, or national origin)

Employment (Please give complete full-time and part-time employment record. Start with present or most recent employer.)

1. Firm Name _____ Address _____
Telephone _____ Name of supervisor _____
Job title/Description _____
Beginning/Ending dates _____ Hourly/Weekly Pay Start \$ _____ Last \$ _____
Reason for leaving: _____

2. Firm Name _____ Address _____
Telephone _____ Name of supervisor _____
Job title/Description _____
Beginning/Ending dates _____ Hourly/Weekly Pay Start \$ _____ Last \$ _____
Reason for leaving: _____

3. Firm Name _____ Address _____
Telephone _____ Name of supervisor _____
Job title/Description _____
Beginning/Ending dates _____ Hourly/Weekly Pay Start \$ _____ Last \$ _____
Reason for leaving: _____

4. Firm Name _____ Address _____
Telephone _____ Name of supervisor _____
Job title/Description _____
Beginning/Ending dates _____ Hourly/Weekly Pay Start \$ _____ Last \$ _____
Reason for leaving: _____

Certifications and Licenses (List certifications and licenses received)

Honors and Distinctions (List degrees, honors, commendations, elective or appointive offices held, or other distinctions received)

REFERENCES Please list four individual who are very familiar with you and your professional work and who may be contacted.

Name of Individual _____
Official Position _____
Business Phone _____
Home Phone _____
Email Address _____

Name of Individual _____
Official Position _____
Business Phone _____
Home Phone _____
Email Address _____

Name of Individual _____
Official Position _____
Business Phone _____
Home Phone _____
Email Address _____

Name of Individual _____
Official Position _____
Business Phone _____
Home Phone _____
Email Address _____

Name of Individual _____
Official Position _____
Business Phone _____
Home Phone _____
Email Address _____

BACKGROUND INFORMATION If you answer “yes” to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved:

1. Have you ever been convicted of a violation of law other than a minor traffic violation? (The term “conviction” includes any conviction, a guilty plea, a plea of ‘nolo contendere’ or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a fining of guilt by a jury or judge.)

Yes _____ No _____

2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job.

Yes _____ No _____

3. In connection with your professional responsibilities have you ever been the subject of a complaint of been disciplined by a court or a licensing board of any state?

Yes _____ No _____

4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline?

Yes _____ No _____

5. Has there been any incident that could negatively affect your ability to work in this city?

Yes _____ No _____

AUTHORIZATION (Please read carefully and then sign your name if you agree to the terms.)

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which the city discovers the violation of its policy regarding application form dishonesty.

Signature of Applicant

Date

ADDITIONAL AUTHORIZATION (Please read carefully, then sign and date.)

I acknowledge that a position in the City of West Union is a position of public trust and I specifically authorize the City Council, Board of Trustees, or its agents, with respect to this application to contact my reference, to investigate my background, and to make such other inquiries as the Council, Board of Trustees, or its agents in its discretion deems relevant to assess my qualifications. I authorize former employers, my references or any other person contacted by the Council, Board of Trustees, or its agents in investigating the merits of my application to disclose personnel records and appraisals of my performance or information about my qualifications for a position in the city, and release them from any liability for such disclosure.

I further understand that if I apply for employment with the City of West Union, the City may conduct a check of my criminal background. I agree to sign a DCI Criminal Background Check Waiver authorizing the City of West Union to obtain a check of my criminal history, and I further agree to provide all information necessary to obtain this criminal background check.

Signature of Applicant

Date