

APPLICATION FOR EMPLOYMENT
GLADSTONE HOUSING COMMISSION
An Equal Opportunity Employer

Please Print or Type Plainly

Position applied for: _____ Date: _____

PERSONAL:

Last Name	First Name	Social Security #	Telephone Number
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Address	City	State	Zip
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Do you prefer to work: Full-time ____ Part-time ____ If part-time, specify days and hours _____

Referred by: _____ Date available to start work: _____

Are you 18 years of age or older?: ____ If no, state age: ____

Have you been employed by the City of Gladstone before? ____ If yes, when: _____

Are you related to a present City of Gladstone employee? ____ If yes, who: _____

Have you ever been convicted of or charged with a felony or misdemeanor?: Yes ___ No ___ If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case:

Have you, or any person or entity with whom you have been associated with, filed for bankruptcy, been declared bankrupt or insolvent or been the subject of any receivership proceedings within the last 7 years? Yes ___ No ___ If yes, please provide full details, including dates, places, amounts involved and disposition: _____

Do you have any impairments physical, mental or medical which would interfere with your ability to do the job applied for? _____

All new employees are required to successfully pass a physical examination.

Person to notify in case of accident or emergency: _____

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EDUCATION:

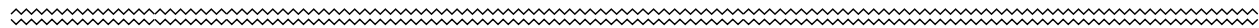
SCHOOL	NAME AND ADDRESS OF SCHOOL	AREA OF STUDY	LAST YEAR COMPLETED	DID YOU GRADUATE?	DIPLOMA OR DEGREE
HIGH SCHOOL					
COLLEGE					
VOCATIONAL SCHOOL					
OTHER (SPECIFY)					

Describe any other training or education: _____

WORK EXPERIENCE: (Attach another sheet, if necessary)

Present or Last Employer Firm: _____
 Address: _____
 Telephone Number: _____ Supervisor: _____
 Employed from _____ to _____ Rate of pay _____ per _____
 Position held: _____
 Describe Duties/Responsibilities/Accomplishments: _____

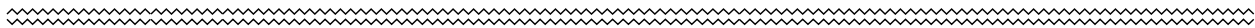
 Reason for Leaving: _____



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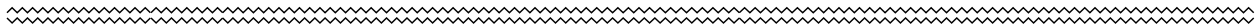
2nd Last Employer Firm: _____
Address: _____
Telephone Number: _____ Supervisor: _____
Employed from _____ to _____ Rate of pay _____ per _____
Position held: _____
Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____



3rd Last Employer Firm: _____
Address: _____
Telephone Number: _____ Supervisor: _____
Employed from _____ to _____ Rate of pay _____ per _____
Position held: _____
Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____



Have you ever been bonded? _____ If yes, for which job? _____

May we contact the employers listed above? _____

Describe any licenses or special skills: _____

MILITARY SERVICE:

Were you in the U.S. Armed Forces? _____ If yes, which Branch: _____

Dates of Duty: From _____ to _____ Rank at discharge: _____

List duties in the service, including any special training: _____

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PERSONAL REFERENCES: (Do not include Former Employers or Relatives)

Name and Occupation	Address	Telephone

THE FACTS ON MY APPLICATION FOR EMPLOYMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE **GLADSTONE HOUSING COMMISSION** TO INVESTIGATE ANY STATEMENT CONTAINED IN THIS APPLICATION, TO PERFORM A CRIMINAL BACKGROUND CHECK AND TO OBTAIN A CREDIT REPORT ON ME AS NECESSARY TO DETERMINE MY QUALIFICATIONS. I UNDERSTAND THAT THIS APPLICATION IS NOT AND IS NOT INTENDED TO BE ANY KIND OF CONTRACT OR AGREEMENT. IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION, CORRESPONDENCE, DISCUSSIONS OR INTERVIEW, MAY RESULT IN IMMEDIATE TERMINATION AND VERBAL PROMISES CANNOT CHANGE THAT. I UNDERSTAND ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES, REGULATIONS AND POLICIES OF THE **GLADSTONE HOUSING COMMISSION**.

 SIGNATURE OF APPLICANT _____
 TODAY S DATE

FOR GLADSTONE HOUSING COMMISSION USE ONLY:

Arrange Interview: Yes No Date: _____ Place: _____

Remarks: _____

Approved: Yes No Date: _____ By: _____