



**APPLICATION FOR EMPLOYMENT**

**CITY OF UNIVERSITY CITY, MISSOURI  
DEPARTMENT OF HUMAN RESOURCES  
6801 Delmar Boulevard  
University City, Mo 63130  
314-862-6767 ext. 202**

For Office Use Only  
Application # \_\_\_\_\_  
Test \_\_\_\_\_ Grade \_\_\_\_\_

Read the examination announcement and be sure that you have complied with all the requirements.  
Complete items 1 through 20.  
This application constitutes part of the examination. If the application is incomplete it will be conditioned until completed, and the delay may affect consideration.  
All statements are subject to investigation and verification.  
Applications are subject to later rejection if they do not show the qualifications called for by the examination announcement.

1. Title for position which applying \_\_\_\_\_

2. Name in full \_\_\_\_\_

FIRST MIDDLE LAST

3. Address \_\_\_\_\_

NUMBER STREET CITY STATE ZIP

4. Res. Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

5. Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ 6. Are you a citizen of the United States? Yes  No

7. How many years have you continuously lived in University City immediately prior to filing this application ? \_\_\_\_\_  
YEARS

8. Have you any objection to the City making inquiry of your present employer regarding your character, qualifications, etc.? Yes  No

9. Have you ever been discharged or forced to resign? Yes  No  If so, give name and address of employers, date of your discharge or forced resignation, and the reason therefore on a separate sheet of paper.

10. Have you ever been convicted, fined, imprisoned, or placed on probation, or have you ever been ordered to deposit collateral for alleged breach or violation of any law, police regulations or ordinance except minor traffic violations? Yes  No

11. Have you at any time advised, advocated or taught or been a member of or affiliated with any group, society, association, or organization which advises, advocates or teaches the overthrow by force or violence of the government of the United States of America? Yes  No  If yes, list all arrests, dates, nature of offense and disposition on an attached sheet. Failure to answer this question will bar you from the examination.

12. Are you a veteran? Yes  No  If yes, complete the following: Branch of Service (Check) Army  Coast Guard  Marine Corps   
Navy  Air Force

13. Have you ever been employed by the City of University City? Yes  No

14. Have you at any time taken an examination given by Human Resources for a position in the University City Civil Service? Yes  No

15. Give the names and addresses of three references other than relatives or past employers:

1. \_\_\_\_\_  
NAME ADDRESS

2. \_\_\_\_\_  
NAME ADDRESS

3. \_\_\_\_\_  
NAME ADDRESS

16. Give names of any relatives currently working for the City of University City, indicating relationship:

\_\_\_\_\_

17. EDUCATION

Circle last grade at school completed	Name and location of high school	Did you graduate?	
1 2 3 4 5 6 7 8 9 10 11 12		YES	NO
Names of Colleges or Universities Attended	Semester Hours	Degree	Major Subjects & Hours
Business, Correspondence or other Courses	City where located	Full or Part Time	Certificate Received
			Subjects Taken

18. EXPERIENCE: List below a complete statement of your work history, listing your most recent employment first. Be complete, as your experience rating will be based on this information. If more space is needed, fill out a blank sheet and attach.

1. Dates of employment 2. Length of employment 3. Monthly salary	1. Present name and address of firm 2. Name of supervisor	1. Position held 2. State specifically what work you did 3. Number of persons you supervised	Reason for Leaving
1. From _____ Mo. Year To: _____ Mo. Year 2. ____yrs. ____mos. 3. \$ ____ to \$ ____	1. _____ _____ _____ 2. _____	1. _____ _____ _____ 2. _____ _____ 3. _____	
1. From _____ Mo. Year To: _____ Mo. Year 2. ____yrs. ____mos. 3. \$ ____ to \$ ____	1. _____ _____ _____ 2. _____	1. _____ _____ _____ 2. _____ _____ 3. _____	
1. From _____ Mo. Year To: _____ Mo. Year 2. ____yrs. ____mos. 3. \$ ____ to \$ ____	1. _____ _____ _____ 2. _____	1. _____ _____ _____ 2. _____ _____ 3. _____	
1. From _____ Mo. Year To: _____ Mo. Year 2. ____yrs. ____mos. 3. \$ ____ to \$ ____	1. _____ _____ _____ 2. _____	1. _____ _____ _____ 2. _____ _____ 3. _____	

19. AUTHORIZATION FOR RELEASE: I hereby authorize the City of University City to make such investigations and inquiries as to my character, employment record, education records including transcripts, and conviction record, medical history and/or matters as may be deemed necessary in arriving at an employment decision. I hereby release employers, schools, law enforcement agencies and persons from all liability for any damage whatsoever that may ensue from furnishing the same to the City of University City.

20. CERTIFICATE OF APPLICANT: (Read Carefully before signing.) I certify that all answers and statements herein contained are true to the best of my knowledge and belief. I understand that any misstatement or omission of material fact will subject me to disqualification of dismissal. I approve the above authorization for release. Before signing please check to insure that all questions have been answered in a thorough manner. Remember, an incomplete application may result in the application being rejected or delayed, which could result in a lost job opportunity.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

APPLICANT SURVEY

CITY OF UNIVERSITY CITY

**TO ALL APPLICANTS:**

The following information in no way affects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in the validation of our selection methods.

**INSTRUCTIONS:** Please circle your answer to each question.

A. What sex are you?

1. Male
2. Female

B. Of what ethnic group do you consider yourself a member?

1. White
2. African American
3. American Indian or Alaskan Native
4. Hispanic
5. Asian or Pacific Islander
6. Other

C. Do you have a mental or physical handicap or disability that prevents you from performing certain kinds of work?

1. Yes
2. No

D. Are you a disabled or Vietnam Era veteran?

1. Yes
2. No

E. How did you learn about the job(s) at University City?

1. Walk in - no referral
2. Referral from one of our employees
3. Referral from Missouri State Employment Service
4. Responding to newspaper ad
5. Other

---

Position(s) for which you are now applying

---

Date



6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 862-6767, Fax: (314) 863-9146

### EMPLOYMENT & BACKGROUND CONSENT

I, \_\_\_\_\_, hereby authorize the City of University City collectively referred to as ("the City") and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with the City.

I release the Company and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

\_\_\_\_\_ Full Name (printed)

\_\_\_\_\_ Maiden Name or Other First or Last Names Used

Present Address \_\_\_\_\_ How Long? \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Former Address \_\_\_\_\_ How Long? \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_\*Date of Birth      \_\_\_\_\_\*Social Security Number      \_\_\_\_\_ Driver's License Number      \_\_\_\_\_ State of License

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. The City is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Sexual Orientation, Race, Religion, Age, Handicap or National Origin.