

Position Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

- Referral Source:  Advertisement  Relative  
 Walk-In  Employment Agency  
 Employee  Other: \_\_\_\_\_

### Applicant Information

Last Name :		First Name:		Middle:	
Address:		City:	State:	Zip:	
Home Phone: ( )			Cell Phone: ( )		
Email Address:			Social Security #:		

### Other Information

When is the best time to call you at home? \_\_\_\_:\_\_\_\_AM / PM  
May we contact you at work?  No  Yes  
If yes, give work phone number and best time to call ( ) \_\_\_\_:\_\_\_\_AM / PM  
If you are under 18 and it is required, can you furnish a work permit?  No  Yes  
Have you submitted an application here before?  No  Yes  
Have you ever been employed here before?  No  Yes Which Department::\_\_\_\_\_  
If yes, give date(s) From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Are you legally eligible for employment in this country?  No  Yes  
Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_  
Desired salary range \$\_\_\_\_\_  
Type of employment desired  Full-time  Part-time  Temporary  
Will you work overtime if required?  No  Yes  
Have you ever been convicted of a felony?  No  Yes Please explain:\_\_\_\_\_  
Will you submit to a background check if required?  No  Yes  
Have you ever been terminated by a previous employer?  No  Yes Please explain:\_\_\_\_\_

### Educational Background

Name of School	# of Years Completed	Degree / Diploma	Major

### Special Skills / Accomplishments

List any special skills / accomplishments as it relates to the job for which you are applying:

## Employment History

Please provide the information on your current and previous employers starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in the comments section below.

Employer:	Phone (    )		
Address:	City:	State:	Zip:
Dates Employed: From: To:	Name of Supervisor:		
Job Title:	Job Duties:		
Hourly Rate: Starting \$ Ending \$			
Reason for Leaving:			
Employer:	Phone (    )		
Address:	City:	State:	Zip:
Dates Employed: From: To:	Name of Supervisor:		
Job Title:	Job Duties:		
Hourly Rate: Starting \$ Ending \$			
Reason for Leaving:			
Employer:	Phone (    )		
Address:	City:	State:	Zip:
Dates Employed: From: To:	Name of Supervisor:		
Job Title:	Job Duties:		
Hourly Rate: Starting \$ Ending \$			
Reason for Leaving:			
Employer:	Phone (    )		
Address:	City:	State:	Zip:
Dates Employed: From: To:	Name of Supervisor:		
Job Title:	Job Duties:		
Hourly Rate: Starting \$ Ending \$			
Reason for Leaving:			

Comments (include any gaps of employment):

## Applicant Statement

- I certify that all information on this form is true and correct to the best of my knowledge.
- I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, regardless of when it is discovered.
- I authorize the release of any and all background information concerning me, including information of a confidential or privileged nature not otherwise in conflict with ADA or other similar regulation, to the hiring authorities of Washington Terrace City. I give Washington Terrace the right to contact and obtain information from all references, employers, and educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information or expressing their opinions. This information is to be used to assist the City in determining my qualifications and fitness for the position I am seeking.
- I understand that this document is an application for employment and not an offer to employ me. I understand that if I am employed, my employer may terminate me at any time without or without any reason or explanation except as required by law. If hired, I agree to protect the confidentiality of any confidential information I obtain as a consequence of my employment.
- I understand that if offered a position with the City of Washington Terrace, my employment may be conditioned upon the results of a medical examination, drug tests, driving records and/or job-related ability tests. I understand that as per policy if the position I am applying for qualifies the City may check my credit.
- This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.
- If hired, I agree that the value of any advance payment, property issued to me, or other debt I owe my employer shall be due upon termination of my employment and may be deducted from wages or other payments owed to me at the time of my termination of employment.
- I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.
- I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.
- I understand that the employer does not unlawfully discriminate in employment and no question in this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.
- I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

### **Nepotism Agreement**

I understand I will not be eligible for appointment, promotion, or transfer to a City Department where a member of my immediate family is employed. (Immediate family is defined as a spouse, parent, sibling, child, grandchild, grandparent, uncle, aunt, niece, nephew, first cousin, half-brother, half-sister, sister-in-law, brother-in-law, mother-in-law, father-in-law, son-in-law, or daughter-in-law.) Seasonal employees may work in the same department, however, they may not be supervised-or appointed by a member of the immediate family. Members of the immediate family of City Elected Officials and the Chief Administrative Officer are not eligible for employment with the City. Applicants for employment shall be required to disclose any familial relationships with other employees of the City. It will be grounds for immediate discharge if applicants willfully withhold or give false information. Nepotism practices are governed by current policy and are subject to change dependent on changes in City Policy, State or Federal Law.

**Do Not Sign Until You Have Read The Above Applicant Statement**

Applicant Signature: \_\_\_\_\_ Date:     /     /

Printed Name of Applicant: \_\_\_\_\_



5249 S 400 E  
Washington Terrace, Utah 84405  
(801) 393-8681

# City of Washington Terrace Employment Application

Date of Application:	
Name of Applicant:	
Position Applying For:	

*Return this Application to the Human Resources Department  
\*\* Equal Opportunity Employer \*\**

For Office Use Only

Date Received: \_\_\_\_\_

Hired?  Yes  No

Letter Sent: \_\_\_\_\_