

WEST BOUNTIFUL CITY

Employment Application

Personal InformationName _____ Date _____
Last First MiddleAddress _____
Street City State Zip

Phone _____ Email _____

Work Preference

Kind of work desired _____ Salary or pay you expect _____

Describe your prior experience in the kind of work you want _____
_____Describe any formal schooling or training for this work _____
_____List any licenses, security or bonding clearance or certificates you may have _____

Office skills (typing, machine operation, etc.) _____

Referral Source: Friend Relative Employment Agency Other

State name of agency/individual _____

Availability for WorkDate available for work _____ Full time Part time Temporary

Shifts or times

you will work: Day Afternoon Graveyard Rotating Weekends Holidays

Will you work daily overtime

on occasion if necessary? Yes No

Will you work extra days in the

week if necessary? Yes No

Do you have any continuing military obligations such as National Guard or Reserve which might

affect your work schedule? Yes No

Do you plan to work elsewhere or attend school while working here?

 Yes No

Present Employment

Use additional sheets for any explanations you may wish to give about answers given below:

Are you presently employed? Yes No

How much advance notice do you wish to give to your present employer? _____

Do you authorize us to contact your

Present employer as a reference? Yes No

Personal Health

If offered a position with West Bountiful City, your employment may be conditioned upon the results of medical examination, drug tests, and/or job related physical ability and aptitude tests.

Are you willing to take such tests at city expense? Yes No

Prior Events

Have you ever worked for this company before? Yes No

Do you authorize us to contact your previous employers for references? Yes No

Have you earned any pension or retirement credits other than Social Security in any prior employment? Yes No

Have you ever been discharged for cause? Yes No

Other Personal Data

Do you have any friends or relatives working for this organization? If so, who _____

Hobbies\Interests _____

Security & Citizenship

Can you, after an offer of employment, submit a birth certificate or other proof of U.S. citizenship? Yes No

If not, are you legally permitted to work in the U.S.? Yes No

If you are a citizen of the United States and are hired to work, you will be required within 3 working days to furnish documentation that you are a legal resident and legally entitled to work in the United States.

Have you ever been indicted or convicted of a law violation other than a minor traffic violation?

(A criminal record does not automatically bar employment.) Yes No

Education & Training

If this information is included on an attached resume, please disregard this section.

High School Name of Last High School _____ Location _____
Circle highest year completed 1 2 3 4 5 6 7 8 9 10 11 12 Average grade _____ Date left _____

Special courses (typing, technical, etc.) _____

College or University Name _____ Location _____

Years attended _____ Degree _____ Date _____

Major subject _____ G.P.A. _____

Other (Graduate, Trade School, Correspondence School, etc.) Name _____ Location _____

Length of course _____ Was coursework completed? _____ Date _____

Subject _____ Scholarly Average _____

**Employment
and U.S.
Military
Service
Record**

COMPLETE THIS SECTION even if you have attached a resume. Give a complete account of your full-time employment. BEGIN ON THE FIRST LINE WITH YOUR PRESENT OR MOST RECENT POSITION AND WORK BACK.

1. Employer _____ Supervisor=s name _____

Address _____ Phone _____

Main duties _____

From _____ To _____ Starting pay _____ Leaving pay _____

Why did you leave? _____

2. Employer _____ Supervisor=s name _____

Address _____

Main duties _____

From _____ To _____ Starting pay _____ Leaving pay _____

Why did you leave? _____

3. Other positions and periods of unemployment

Employer _____ Main duties _____

From _____ To _____ Pay _____ Why you left _____

Employer _____ Main duties _____

From _____ To _____ Pay _____ Why you left _____

Employer _____ Main duties _____

From _____ To _____ Pay _____ Why you left _____

**Certificate of
Applicant**

(Read carefully before signing.)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or if employed, may be just cause for subsequent dismissal. I hereby authorize any former employer, person, firm or corporation listed hereon including this company to answer any and all questions and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time upon notice by either myself or the company. I agree to comply with all reasonable rules of the company as a condition of continued employment. In the event the company advances me money or other things of value, or I otherwise become financially indebted to the company. I agree to repay the company and also that any wages due me upon termination may be offset by payroll deduction against any such monies due the company.

Signature of applicant _____ Date _____

Qualified applications receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, religion, age, or sex, etc., as prohibited by law or regulation.

Please note that WEST BOUNTIFUL CITY IS AN EQUAL OPPORTUNITY EMPLOYER