

**Brian Head Town**  
**Application for Employment**

**Date:** \_\_\_\_\_

**PERSONAL INFORMATION.**

Name: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_

Address: \_\_\_\_\_

*(Use additional sheets for any explanations you may wish to give about answers given below)*

**WORK EXPERIENCE.**

Kind of work desired: \_\_\_\_\_ Salary or pay you expect: \_\_\_\_\_

Describe your prior experience in the kind of work that you want: \_\_\_\_\_

Describe any formal schooling or training you have for this work: \_\_\_\_\_

List any licenses, security or bonding clearance or certificates that you have: \_\_\_\_\_

Office skills (typing, machine operation, computer programs): \_\_\_\_\_

Referral Source: \_\_\_\_\_ Friend \_\_\_\_\_ Relative \_\_\_\_\_ Employment Agency \_\_\_\_\_ Other

**AVAILABILITY FOR WORK.**

Date available for work: \_\_\_\_\_, \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_ Temporary

Shifts or times that you will work: \_\_\_\_\_ Days \_\_\_\_\_ Evenings \_\_\_\_\_ Graveyards  
\_\_\_\_\_ 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 want to work elsewhere or attend school while working here? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any continuing military obligations, such as the Guard or Reserves, which may affect your work schedule? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you presently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you authorize us to contact your present employer as a reference? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

**REFERENCES:** Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**PERSONAL HEALTH.**

If offered a position with Brian Head Town, your employment may be conditioned upon the results of a medical examination, drug tests, and/or job-related physical ability tests.

**PRIOR EVENTS.**

Have you earned any pension or retirement credits, other than Social Security, in any prior employment? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Have you ever worked for this agency before? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Do you have any friends or relatives working for Brian Head? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Do you authorize us to contact your previous employer(s) for references? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Have you ever been terminated by a previous employer(s)? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

**EDUCATION AND TRAINING.**

Name and Address of last High School attended: \_\_\_\_\_  
\_\_\_\_\_

Date last attended: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please circle highest year completed: K 1 2 3 4 5 6 7 8 9 10 11 12

Name and Address of last College or University attended: \_\_\_\_\_  
\_\_\_\_\_

Date last attended: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

What was your major in? \_\_\_\_\_

Please circle the highest year of education that you have completed: 13 14 15 16 17 18 19 20

What degree did you receive ? \_\_\_\_\_ Bachelors \_\_\_\_\_ Masters \_\_\_\_\_ Doctorate

**Other Schools (Trade, Correspondence, etc.).**

Name and Address of School(s) attended: \_\_\_\_\_

Date last attended: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Did you receive a degree? \_\_\_\_\_ If so, what type of degree did you receive? \_\_\_\_\_

**EMPLOYMENT HISTORY.**

Present Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # : \_\_\_\_\_

(Dates of Employment) From: \_\_\_\_\_ To: \_\_\_\_\_

Main Duties: \_\_\_\_\_

Wages or Salary. Starting: \_\_\_\_\_ Ending: \_\_\_\_\_ Reason(s) for Leaving: \_\_\_\_\_

\*\*\*\*\*

Previous Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # : \_\_\_\_\_

(Dates of Employment) From: \_\_\_\_\_ To: \_\_\_\_\_  
Main Duties: \_\_\_\_\_

Wages or Salary. Starting: \_\_\_\_\_ Ending: \_\_\_\_\_ Reason(s) for Leaving: \_\_\_\_\_

\*\*\*\*\*

Previous Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # : \_\_\_\_\_

(Dates of Employment) From: \_\_\_\_\_ To: \_\_\_\_\_  
Main Duties: \_\_\_\_\_

Wages or Salary. Starting: \_\_\_\_\_ Ending: \_\_\_\_\_ Reason(s) for Leaving: \_\_\_\_\_

.....

**Note to Applicant: PLEASE ANSWER THIS QUESTION AFTER YOU HAVE REVIEWED THE DUTIES AND PHYSICAL REQUIREMENTS OF THIS JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing, with or without a reasonable accommodation, the activities involved in the job for which you have applied? A description of the activities involved in such a job can be obtained from the Brian Head Town Office.

\_\_\_\_\_ Yes \_\_\_\_\_ No Reasonable Accommodation: \_\_\_\_\_

**CERTIFICATE OF APPLICATION.**

I certify that all statements made in this application are true and correct, and that any misstatement of material facts may subject me to disqualification or dismissal. Also, I authorize verification of all statements made in this application. I further acknowledge that I am required to take a drug test as part of my employment application and understand that I am required to abide by all rules, regulations, and policies of Brian Head Town.

\_\_\_\_\_  
Signature of Applicant Date

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER** and consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.