Appendix Number 5

Tremonton City Corporation
Employment Application

102 South Tremont Street • Tremonton, Utah 84337
Phone: 435-257-9500 Fax 435-257-9513
www.tremontoncity.com

Name _____
First Middle Initial Last

Address _____
Street City State Zip

Phone No _____ Message Phone _____

Date of Application _____

Position Applying For _____

Type of Employment Desired: Full-Time _____ Part-Time _____ Temporary or Seasonal _____

For jobs requiring driving: Do you possess a valid Utah driver's license? Yes _____ No _____

For jobs requiring typing: Certified typing speed _____ Date of Certification _____

Are you legally eligible for employment in the U.S.? Yes _____ No _____

Are you 18 years of age or older? Yes _____ No _____ If No, are you 14 years of age or older? Yes _____ No _____

Date you can start _____

Are you employed now? _____

May we inquire of your present employer? _____

Referred by _____

Additional information may be provided by attaching a resume.

EDUCATION	Name & Location of School	Did you graduate? If not, enter last grade completed	Subject studied and Degree received
High School			
College			
Graduate School			
Trade, Business, or Correspondence School			

List any courses you have taken or certifications you have which are required or directly relate to the position you are applying for _____

JOB REALTED ABILITIES

Please describe your experience related to the performance of this job (including technical skills).

_____

_____

_____

_____

WORK EXPERIENCE

Please list all work experience. Attach additional sheets if necessary.

Date (month & year)	Name, Address, and Phone # of Employer	Title or Position	Name of Supervisor	Starting Salary	Ending Salary	Reason for Leaving
From: To:						
Brief Description of Duties:						

Date (month & year)	Name, Address, and Phone # of Employer	Title or Position	Name of Supervisor	Starting Salary	Ending Salary	Reason for Leaving
From: To:						
Brief Description of Duties:						

Date (month & year)	Name, Address, and Phone # of Employer	Title or Position	Name of Supervisor	Starting Salary	Ending Salary	Reason for Leaving
From: To:						
Brief Description of Duties:						

Date (month & year)	Name, Address, and Phone # of Employer	Title or Position	Name of Supervisor	Starting Salary	Ending Salary	Reason for Leaving
From: To:						
Brief Description of Duties:						

Note: The Personnel Department will provide reasonable accommodations for any applicant during the application, examination, or interview process. If you have special needs, please call (435) 257-9506.

REFERENCES

Give the name and address of three references that are not former employers and are not related to you.

Name	Address	Phone	Years Acquainted	Business

In the last ten (10) years, after reaching the age of 18 years, have you ever been charged with an offense other than a minor traffic violation that has resulted in something other than dismissal that would be applicable to the job you are applying for?

Yes _____ No _____ If yes, please give dates, type of offense, location, and disposition:

_____

_____

_____

(Convictions do not bar applicant from employment, but will be evaluated according to time, circumstances, and severity.)

Are you related to anyone currently working for Tremonton City? Yes _____ No _____

If yes, name of employee relative _____

Relationship to you _____

What do you understand to be the minimum requirements of this job and how do you feel you meet these requirements? (Attach additional information if necessary)

_____

_____

_____

If you have any questions, please contact the Personnel Department.

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsification of this information is grounds for refusal to hire, or if hired, dismissal.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information to you. I authorize you to request and receive such information. In consideration for my employment and my being considered for employment by Tremonton City, I agree to conform to the rules and regulations of Tremonton City and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by Tremonton City at any time, at the City's sole option and without any prior notice to me.

Potential employees may be requested to provide a specimen sample for drug testing. I understand that by signing this application I am giving Tremonton City authorization to test. All positive tests will be reviewed by a medical review officer. Test results are confidential. Tremonton City will pay fees for required drug testing.

I acknowledge that I have been advised that this application will remain active only for the time period in which the position I applied for remains open.

I authorize investigation of all statements contained in this application and an investigation of my background, including any and all criminal history records and driver's license history. I understand that the findings of the investigation may or may not bar me from employment with Tremonton City.

Signature _____ Date _____

Tremonton City does not discriminate against any applicant for employment because of race, color, religion, national origin, sex, age, disability, or veteran status, or any other protected classes which may exist under relevant state and federal law. Questions asked on the application are for job-related purposes only.

Tremonton City does participate in the E-Verify program and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's I-9 to confirm work authorization. E-Verify will not be used to pre-screen applicants.

VOLUNTARY SELF-IDENTIFICATION
(CONFIDENTIAL- FOR STATISTICAL USE ONLY)

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veterans status, or any other classification protected by Federal, state, or local law. The information below will be used only in the compilation of data for the Affirmative Action reporting.

Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired. Identification can be declared at any time prior to, or if applicable, after hire. Please return this page with your application.

PLEASE COMPLETE IN FULL:

Date: ____/____/____ Position Applied For: _____

Name: _____

Sex: (Circle appropriate response) Male Female

Are you Hispanic or Latino? Y N (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)

ETHNIC GROUP:
(Please check one of the descriptions below corresponding to the ethnic group with which you most identify.)

_____ **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

_____ **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa

_____ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

_____ **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

_____ **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment

_____ **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races

_____ **Race missing or unknown**- Applies to **Applicants only** where a resume or application that is screened is received with out any racial or ethnic identification and no further contact is made with the applicant

Personal and Confidential
This page contains sensitive information, store in a secure "Affirmative Action Forms" files, separately from personnel records.