

EMPLOYER USE ONLY

TEST _____

INTERVIEW _____

BACKGROUND _____

DRUG TEST _____

EMPLOYER USE ONLY

RECEIVED _____

JOB OFFER _____

IN PROCESS _____

EMPLOYMENT APPLICATION
CLEARFIELD CITY CORPORATION
 55 South State Street ° Clearfield, UT 84015
 Phone (801) 525-2740 Fax (801) 525-2868

(PLEASE PRINT)

Position(s) Applying For _____ Date of Application _____

Type of Employment Desired: FULL TIME _____ PART TIME _____ TEMPORARY / SEASONAL _____

Last Name _____ First Name _____ Middle Name _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number(s) _____ 1

How Did You Learn About Us?

Advertisement Friend Relative

Employment Agency Walk-In Other _____

2

For jobs requiring typing / 10 key only : (must attach certification)

Certified typing speed: _____ Date of Certification _____

Certified 10 key 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

Are you currently employed? YES NO

May we contact your present employer? YES NO

Date available for work _____

EDUCATION	Name and Address of School	Course of Study	Years Completed			Diploma Degree
			10	11	12	
High School						
Undergraduate College			1	2	3	4
Graduate Professional			1	2	3	4
Other (Specify)						

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

Indicate any foreign languages you can speak, read and/or write: _____

EMPLOYMENT EXPERIENCE (Must be completely filled in. Do not write “see resume”.)

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		WORK PERFORMED
		From	To	
Address				
Telephone Number(s)		Hourly Rate / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		WORK PERFORMED
		From	To	
Address				
Telephone Number(s)		Hourly Rate / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		WORK PERFORMED
		From	To	
Address				
Telephone Number(s)		Hourly Rate / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		WORK PERFORMED
		From	To	
Address				
Telephone Number(s)		Hourly Rate / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

*If you need additional space, please continue on a separate sheet of paper.

JOB RELATED ABILITIES

Summarize special job-related skills and qualifications acquired from employment or other experience.

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

	<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>
1			
2			
3			

Are you related to anyone currently working for Clearfield City? YES NO
If Yes, name of employed relative _____ Relationship _____

Have you been convicted of a felony within the last 7 years? YES NO
(Conviction will not necessarily disqualify an applicant from employment.)
If Yes, please explain: _____

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? YES NO

APPLICANT'S STATEMENT

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 or information given in an interview 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.

I understand 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 Clearfield City.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that I am required to abide by all rules and regulations of the employer.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

Signature of Applicant

Date

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Note: The Human Resource Department will provide reasonable accommodations for any applicant during the application, examination or interview process. If you have special needs, please call 525-2741 or TTD 525-2806.