

**NORTH SALT LAKE CITY
JOB APPLICATION**

1. PERSONAL INFORMATION.

Name: _____ Date: _____
Address: _____
Phone: _____ SSN: _____

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

2. WORK PREFERENCE.

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 (please state the name of the agency or individual): _____

3. 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

4. PRESENT EMPLOYMENT.

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 ? _____

5. PERSONAL HEALTH.

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

6. PRIOR EVENTS

Have you earned any pension or retirement credits,
other the 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 North Salt Lake City? _____
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

What are your hobbies or interests ? _____

7. EDUCATION AND TRAINING.

High School.

Name of last High School attended: _____
Address of last High School attended: _____
Date last attended: _____
Please circle highest year completed:
K 1 2 3 4 5 6 7 8 9 10 11 12

Did you graduate? _____ Yes _____ No
What was your grade point average? _____ on a scale of 1 to _____

College or University.

Name of last College or University attended: _____
Address of last College or University attended: _____
Date last attended: _____
What was your major? _____
Did you graduate? _____ Yes _____ No
What was your grade point average? _____ on a scale of 1 to _____

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 of School attended: _____

Address of School attended: _____

Date last attended: _____

What was your major? _____

Did you graduate? _____ Yes _____ No

What degree did you receive ? _____

8. 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: _____

Next Previous Employer: _____

Supervisor: _____

Address: _____

Phone # : _____

Dates of Employment.

From: _____ To: _____

Main Duties: _____

Wages or Salary.

Starting: _____ Ending: _____
Reason(s) for Leaving: _____

9. CERTIFICATE OF APPLICATION.

All information on this form is true and correct to the best of my knowledge. I understand that any omission or misrepresentation of information may cause my application to be rejected or, if I am hired, may cause my employment to be terminated. I authorize any employer accepting this application and any person, organization, former employer, or other entity listed in this application to ask or answer any and all questions about me and I agree not to sue and to hold harmless any person or entity that provides information or expresses an opinion about me or my performance. 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 reason or explanation. If hired, I agree to protect the confidentiality of any confidential information I obtain as a consequence of my employment. 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.

Signature of Applicant

Printed Name of Applicant

Date