CITY OF WENDOVER, TOOELE COUNTY UTAH
JOB APPLICATION

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1. PERSONAL INFORMATION.

Print Name: _____ Date: _____
(last) (middle) (first)

Print Address: _____
(Street) (City) (State) (Zip)
Post Office Box Number:_____

Phone Number:_____ Social Security Number: _____
(Use additional sheets for any explanations you may wish to give about answers given below)

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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 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):_____

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3. AVAILABILITY FOR WORK.

Date Available for work:_____

_____ Full time _____Part Time _____ Temporary

Shifts or times you will work:

_____ Days _____Evenings _____Graveyards _____Rotating

_____Weekends _____ Holiday(s)

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

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4. PRESENT EMPLOYMENT.

Are you presently employed? _____ Yes _____ NO
Do you authorize the City 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 the City of Wendover, your employment may be conditioned upon the results of a medical examination, drug test, and/or job-related physical ability tests.

6. PRIOR EVENTS.

Have you earned any pension of 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 Wendover City? _____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
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? _____

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? _____
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