

APPLICATION FOR EMPLOYMENT

Snyderville Basin Water Reclamation District
2800 Homestead Road, Park City, Utah 84098
(435) 649-7993 or FAX (435) 649-8040

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

1. PERSONAL INFORMATION

Name: _____ Date: _____

Address: _____
(City) (State) (Zip Code)

Telephone Number(s): _____

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:

List any office skills that you have (typing, machine operation, computer programs):

Referral source: Friend Relative Advertisement Walk-In
 Website Other (please state)

3. AVAILABILITY FOR WORK

Date available for work: _____

Full time Part time Temporary

Will you work overtime 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 Snyderville Basin Water Reclamation District, 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 ever worked for this agency before? 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
Please list any friends or relatives working for Snyderville Basin Water Reclamation District:

7. EDUCATION AND TRAINING

High School

Name and address of last high school attended: _____
Date last attended: _____
Years completed: _____
Did you graduate or receive a GED? Yes No

College or University

Name and address of last college or university attended: _____

Date last attended: _____
What was your major/course of study? _____
Did you graduate? Yes No
Years completed: _____
What degree did you receive? Associate Bachelors Masters Doctorate

Other Schools (Trade, Correspondence, etc.)

Name and address of school attended: _____

Date last attended: _____
What was your course of study? _____
Did you graduate? _____ Yes _____ No
What degree did you receive? _____

8. EMPLOYMENT HISTORY

Present employer: _____ Supervisor: _____
Address: _____ Telephone: _____
Dates of employment: From _____ To _____
Job title: _____
Main duties: _____
Wages or Salary: Starting _____ Ending: _____
Reason(s) for leaving: _____
Previous employer: _____ Supervisor: _____
Address: _____ Telephone: _____
Dates of employment: From _____ To _____
Job title: _____
Main duties: _____
Wages or Salary: Starting _____ Ending: _____
Reason(s) for leaving: _____
Next Previous employer: _____ Supervisor: _____
Address: _____ Telephone: _____
Dates of employment: From _____ To _____
Job title: _____
Main duties: _____
Wages or Salary: Starting _____ Ending: _____
Reason(s) for leaving: _____

9. REFERENCES

1. _____
Name Telephone #
Address _____
2. _____
Name Telephone #
Address _____
3. _____
Name Telephone #
Address _____

10. 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