



GENERAL EMPLOYMENT APPLICATION

A resume and other supporting documents may be submitted, but are not substitutes for this application form.

1. PERSONAL INFORMATION

Name: _____ Email: _____
Last, First, Middle

Address: _____

Phone 1: _____ Phone 2: _____

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

Do you intend 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

2. POSITION AND RELATED INFORMATION

Position applying for: _____

Salary or pay you expect: _____

Date available for work: _____

Are you able to perform the essential functions of the job for which you have applied, either
with or without reasonable accommodation? _____ Yes _____ No

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): _____

3. EDUCATION

High School

Name: _____

Location: _____
City / State

Did you graduate? _____ Yes _____ No

What was your grade point average? _____ On scale of 1 to 4

College or University

Name: _____

Location: _____
City / State

Dates attended: _____

What was your major? _____

Did you graduate? _____ Yes _____ No

Type of degree: _____ (BS, BA, etc.)

Graduate School

Name: _____

Location: _____
City / State

Dates attended: _____

What was your major? _____

Did you graduate? _____ Yes _____ No

Type of degree: _____ (MBA, MS, MA, PhD, etc.)

Other Schools (Trade, Correspondence, etc.)

Name: _____

Location: _____
City / State

Dates attended: _____

What was your major? _____

Did you graduate? _____ Yes _____ No

What degree or certification did you receive? _____

4. EMPLOYMENT HISTORY

Are you presently employed? _____ Yes _____ No

Do you authorize us to contact your present employer as a reference?
_____ Yes _____ No

Should you be offered a position with Pleasant View City, how much advance notice do you wish to give to your present employer? _____

Present Employer: _____

Position Title: _____

Supervisor: _____

Address: _____ Phone #: _____

Dates of Employment: From: _____ To: _____

Main Duties: _____

Wages or Salary Starting: _____ Ending: _____

Reason(s) for Leaving: _____

Next Recent Employer: _____

Position Title: _____

Supervisor: _____

Address: _____ Phone #: _____

Dates of Employment: From: _____ To: _____

Main Duties: _____

Wages or Salary Starting: _____ Ending: _____

Reason(s) for Leaving: _____

Next Previous Employer: _____

Position Title: _____

Supervisor: _____

Address: _____ Phone #: _____

Dates of Employment: From: _____ To: _____

Main Duties: _____

Wages or Salary Starting: _____ Ending: _____

Reason(s) for Leaving: _____

5. ADDITIONAL INFORMATION

Have you earned any pension or retirement credits in the Utah Retirement system?

_____ Yes _____ No

Have you ever worked for Pleasant View City before?

_____ Yes _____ No

Referral Source: _____ Friend _____ Relative _____ Employment Agency
_____ Other (please state the name of the agency or individual): _____

Do you have any friends or relatives working for the City of Pleasant View? (A *yes* response will not automatically disqualify you from consideration.)

Who? _____ 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)?

(A *yes* response will not automatically disqualify you from consideration).

Explain: _____ Yes _____ No

Have you ever been convicted of a felony?

(A *yes* response will not automatically disqualify you from consideration)

_____ Yes _____ No

Have you served in the armed forces?

_____ Yes _____ No

Have you ever resigned or otherwise left any employment while allegations of misconduct or harassment on your part were pending or under investigation?

_____ Yes _____ No

Are you aware of any current investigation that may possibly result in criminal charges against you?

_____ Yes _____ No

Have you used illegal drugs in the last 5 years? _____ Yes _____ No

Have you ever been convicted of any violation of the law, other than minor traffic violations?(e.g. speeding is a minor violation, DUI and reckless driving are not.)
_____ Yes _____ No

Please clarify or explain any previous responses here: _____

6. REFERENCES

Reference 1

Name: _____ Phone: _____

Address: _____

How do you know this person? _____

Reference 2

Name: _____ Phone: _____

Address: _____

How do you know this person? _____

Reference 3

Name: _____ Phone: _____

Address: _____

How do you know this person? _____

7. 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. If offered a position with the City of Pleasant View, I understand that employment may be conditioned upon the results of a medical examination, drug tests, and/or job-related physical ability tests. I understand that the nature of the position I am applying for may require a criminal background check, public records search, and/or drug test. 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