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9550 South Hawley Park Road • West Jordan, Utah 84088

Phone: (801) 282-3520 • Fax: (801) 280-8198

# Employment Application

Today's Date:        /        /

Position Applied for: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Current Address: \_\_\_\_\_

Contact info: Phone: (     )                      Cell:                      email: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

If you are not a U.S. citizen, what is the basis of your eligibilty for employment? \_\_\_\_\_

Position Related Experience: \_\_\_\_\_  
\_\_\_\_\_

Have you filed an application here before?  Yes  No If yes, when? \_\_\_\_\_

Have you been employed here before?  Yes  No If yes, when? \_\_\_\_\_

Are you employed now?  Yes  No If yes, when would you be available to work? \_\_\_\_\_

Are you available to work?  Full Time  Part Time  Morning  Afternoon  Graveyard

Desired starting pay rate: \$ \_\_\_\_\_ per hour

Are any of your employment or educational records recorded under another name(s)?  Yes  No  
If yes, please list: \_\_\_\_\_

Have you ever been convicted of a crime, or are your currently charged with a crime other than a moving traffic violation?  Yes  No If yes, please explain: \_\_\_\_\_

Are you fluent in any foreign language(s)?  Yes  No If yes, please list: \_\_\_\_\_

**Summarize your special skills and qualifications:** \_\_\_\_\_  
\_\_\_\_\_

EDUCATION	High School	College/University	Graduate/Professional
School Name			
Diploma/Degree			
Honors Received			
Describe Course of Study			

**EMPLOYMENT EXPERIENCE:**

List all of your work experience including military and voluntary service assignments. Begin with your present or last position. Attach additional sheet if necessary.

1. Employer \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Work Performed \_\_\_\_\_  
 \_\_\_\_\_  
 Dates Start: \_\_\_\_\_ End: \_\_\_\_\_ Hourly Rate/Salary Start: \_\_\_\_\_ End: \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

2. Employer \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Work Performed \_\_\_\_\_  
 \_\_\_\_\_  
 Dates Start: \_\_\_\_\_ End: \_\_\_\_\_ Hourly Rate/Salary Start: \_\_\_\_\_ End: \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

3. Employer \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Work Performed \_\_\_\_\_  
 \_\_\_\_\_  
 Dates Start: \_\_\_\_\_ End: \_\_\_\_\_ Hourly Rate/Salary Start: \_\_\_\_\_ End: \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

**PROFESSIONAL/WORK REFERENCES:** Give name and telephone number of two professional/ work references

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_

**ACKNOWLEDGEMENT:**

All applicants are considered for position without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap. Verification of eligibility to work in the U.S will be required if an employment offer is made.

I acknowledge that consideration of employment is contingent on the results of a reference and background check. Therefore, I hereby authorize this Company to (1) investigate the truthfulness of all statements made on this application; (2) contact my former employers and other listed references or any other persons who can verify information; (3) discuss the results of any investigation with other employees of this Company involved in the hiring process; (4) check my driving record if applicable for the target job; and (5) check my criminal record. In addition, I give my consent for all contacted persons including former employers to provide the information concerning this application, and I release each such person from liability for providing information to this Company.

I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or dismissal from employment in accordance with company policy.

I understand that if I am hired I will submit to a test to detect the use of illegal drugs prior to and during employment.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**AFFIRMATIVE ACTION INFORMATION:**

**Note:** *Completion of this information is voluntary. The information supplied will be kept confidential. Refusal to provide this information will not subject the applicant to any adverse treatment and it will be used only in accordance with the Act and regulations cited below.*

Executive Order 11246, as amended by Executive Order 11385 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act 1974, requires all government contractors and subcontractors with 50 or more employees and contracts from the federal government to recruit, hire, promote, and otherwise guarantee equal employment opportunity for qualified minorities, men, women, handicapped individuals and veterans in all job groups and at all levels of the work force. In order for this company to comply with this order and record this data, we ask that you complete the following.

Full Name \_\_\_\_\_ Position Applied For \_\_\_\_\_

Sex:  Male  Female    Handicapped?  Yes  No    Disabled Veteran?  Yes  No

Veteran who served on active duty for more than 180 days during the Vietnam era?  Yes  No

Race:  Caucasian  Black  Hispanic  Asian or Pacific Islander

American Indian or Alaskan Native  Other National Origin

Referral Source:  Friend  Relative  Walk-in  Job Hotline  Employment Agency  Other