



APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should notify a representative of the Human Resources Department.

DUCHEсне COUNTY (referred to as "the COUNTY") only employs those individuals authorized to work in the United States. This application is subject to the Certification and Agreement on page 4.

Applicants selected for employment with the COUNTY may be required to pass a physical examination and pre-employment drug screen. Applicants will also be required to satisfactorily pass a criminal background check. Additional background checks may be required depending on the position.

Information Regarding Social Security Number Disclosure

Privacy Act Notice: If you are hired, Section 6109 of the Internal Revenue Code requires you to give your valid social security number to persons who must file information returns with the IRS to report certain information such as earnings and payroll taxes. The COUNTY confidentially maintains your social security number for identification purposes and appropriate uses related to document matching and administering benefits. The COUNTY will provide information to the IRS, to any third party who provides this information to the IRS on behalf of the COUNTY and may provide this information to other agencies only if required to comply with federal or state laws.

The COUNTY is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, national or ethnic origin, disability, marital status, veteran status, or any other classification prohibited by federal, state, or local law. The COUNTY adheres to and upholds the mandate set by the Utah Right to Work Law in that the right of persons to work for the COUNTY "shall not be denied or abridged on account of membership or non membership in any labor union, labor organization or any other type of association." The exercise of this right to work is "protected and maintained free from undue restraints and coercion." (Utah Code Ann. §§ 34-34-1 to -17)

The COUNTY is a smoke-free environment and, as such, prohibits smoking in all facilities and COUNTY vehicles.

The COUNTY is a drug-free workplace.

This application is merely an application for employment and not an employment agreement and should not be construed as such. Additionally, the statements in the applications should not be construed to impose any contractual obligation on the COUNTY.

APPLICANT INFORMATION

Are you legally eligible for employment in the United States?

Yes No

Proof will be required upon hire.

PLEASE PRINT AND COMPLETE APPLICATION IN FULL

Position(s) applied for:		Date of application	
Last Name		First Name	Middle
Address			
Street	City	State	Zip
Home Telephone	Work	Cell	

Have you ever been employed by the County? Yes _____ No _____
If yes, From: _____ To: _____

Department: _____ Position: _____

Supervisor: _____ Reason for Termination: _____

If referred by a current employee, please list full name of employee: _____

List any names of any relatives actively employed by the COUNTY: _____

Salary Desired: _____ per Hour Year

Date Available: _____ Full-Time Part-Time Temporary
 Seasonal Volunteer

Desired Shift: Days Rotation

Should the position require on call status, would you be able to fulfill the request? Yes No

EMPLOYMENT HISTORYIf currently employed, may we contact your employer? Yes No

1.	Employer Name and Address			
	Supervisor's Name, Title & Phone Number	Dates Employed		Wage/Salary
		From	To	Final
	Position Title and Responsibilities # Hours per Week: _____			
If your employment records exist under another name, please specify			Reason for Leaving	
2.	Employer Name and Address			
	Supervisor's Name, Title & Phone Number	Dates Employed		Wage/Salary
		From	To	Final
	Position Title and Responsibilities # Hours per Week: _____			
If your employment records exist under another name, please specify			Reason for Leaving	
3.	Employer Name and Address			
	Supervisor's Name, Title & Phone Number	Dates Employed		Wage/Salary
		From	To	Final
	Position Title and Responsibilities # Hours per Week: _____			
If your employment records exist under another name, please specify			Reason for Leaving	
4.	Employer Name and Address			
	Supervisor's Name, Title & Phone Number	Dates Employed		Wage/Salary
		From	To	Final
	Position Title and Responsibilities # Hours per Week: _____			
If your employment records exist under another name, please specify			Reason for Leaving	

EDUCATION

Records are subject to verification.

High School Diploma or Equivalent (GED)

Did you receive? Yes No

Name of School, City, State

College Yes No

Did you graduate Yes No

Major : _____ Degree: _____

Name of School, City, State

Other Post HS Training or Education: _____

Are you claiming Veteran's Employment Rights? Yes _____ No _____
If Yes, you must attach a copy of form DD-214.

BACKGROUND INFORMATION

Have you ever been convicted of an offense other than a minor traffic violation? Yes No

Most convictions will not automatically disqualify job candidates. The seriousness of an offense, how the offense relates to the position for which you are applying, the date of the conviction and rehabilitation are taken into consideration. In order to maintain a safe environment and protect the property, facilities, etc of the COUNTY, all applicants are required to answer this question truthfully.

If yes please explain:

Date: _____ Location: _____

Type of Offense: _____

Final Ruling: _____

PROFESSIONAL REFERENCES

Provide three additional work-relevant/professional references who are not related to you.

1.	Name	Occupation	Years Known
	Organization Name		Daytime Phone
2.	Name	Occupation	Years Known
	Organization Name		Daytime Phone
3.	Name	Occupation	Years Known
	Organization Name		Daytime Phone

CERTIFICATION AND RELEASE OF INFORMATION WAIVER

I certify that the information I provided in this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission of facts in this application disqualifies me from further consideration.

I authorize DUCHESNE COUNTY to investigate all statements contained in this application and understand that I may be required to provide verification (diploma, license, transcripts, etc.) of information contained in this application. I understand that the COUNTY may perform a criminal history background check as necessary for the sole purpose of assisting the qualified person to make employment or promotion decisions about me.

I understand that to be considered as a formal applicant, the position for which I am applying must be specifically identified as open, and recruitment for the position going on at the time this application is received by the Human Resources Department. Further, I understand that I have the right to review and respond to any information obtained by the COUNTY pursuant to this release and that I must make a written request to review and/or respond to this information.

I understand that any employment offer is contingent upon the following: (1) producing documents establishing my eligibility to work in the United States; (2) satisfactorily passing criminal background and reference checks, and (3) complying with the COUNTY's pre-employment application procedures.

I hereby release the COUNTY, Commission, and any other agents or agencies representing the COUNTY from any damages of, or resulting from furnishing the information described above.

By signing my name and submitting this application to the COUNTY, I acknowledge that I have read the certification and release for information and agree to abide by its terms.

Signature

Date