



# CENTERVILLE CITY

250 NORTH MAIN STREET  
CENTERVILLE, UTAH 84014  
(801)295-3477

# EMPLOYMENT APPLICATION

Please use a typewriter or print clearly in ink. Read this application carefully before completing it. **Incomplete or unsigned application may be rejected.**

## PERSONAL INFORMATION

Name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Street) (City) (State) (Zip)

Daytime Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Have you ever been employed by Centerville City?  Yes  No If yes, date last employed \_\_\_\_\_

Do you have any relative(s) working for Centerville City?  Yes  No If yes, please list names and the relationship \_\_\_\_\_

Have you ever been convicted of a criminal offense?  Yes  No If yes, explain (A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe your criminal conviction(s), listing the nature of your offense and the nature of your rehabilitation since the conviction.) \_\_\_\_\_

If hired, can you provide documentation to support you are legally eligible for employment in the U.S.?  Yes  No

Do have a valid Driver license?  Yes  No Are you at least 16 years of age?  Yes  No

## JOB INFORMATION

Position applying for \_\_\_\_\_ Salary desired (per hour)? \_\_\_\_\_

Employment Desired  Full Time  Part Time  Temporary Days available to work Su M T W Th F Sa

If hired, when could you begin work? \_\_\_\_\_ How did you hear about this job? \_\_\_\_\_

List any skills, licenses, certificates or registrations you have that are related to the desired position \_\_\_\_\_

Are you able to perform the essential requirements of the job?  Yes  No

If no, can reasonable accommodations be made to allow you to perform the essential functions of the job?  Yes  No

## EDUCATION AND TRAINING

Are you a high school graduate or equivalent?  Yes  No If no, indicate highest grade completed \_\_\_\_\_

School \_\_\_\_\_ Location (city, state) \_\_\_\_\_

### College/University, Business, Trade Schools, or Special Training

Education: Type of School (Circle type that applies)	Name and Location	Major or Subject	Graduate?	If graduated what degree?	If not, amount of school completed?
College, Graduate, Business, Trade, Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		1 2 3 4
College, Graduate, Business, Trade, Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		1 2 3 4
College, Graduate, Business, Trade, Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		1 2 3 4

## EXPERIENCE

Beginning with present or most recent experience, list past employment. **You may refer to an attached resume for some of this information, or to elaborate on your experience.**

<b>Employer</b> _____	<b>Date Start</b> _____	<b>End Date</b> _____
<b>Address</b> _____	<b>Supervisor(s)</b> _____ / _____	(phone) _____
<b>Job Title</b> _____	<b>Duties</b> _____	
_____		
<b>Starting Pay</b> _____	<b>Ending Pay</b> _____	<b>Reason for leaving</b> _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary

<b>Employer</b> _____	<b>Date Start</b> _____	<b>End Date</b> _____
<b>Address</b> _____	<b>Supervisor(s)</b> _____ / _____	(phone) _____
<b>Job Title</b> _____	<b>Duties</b> _____	
_____		
<b>Starting Pay</b> _____	<b>Ending Pay</b> _____	<b>Reason for leaving</b> _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary

<b>Employer</b> _____	<b>Date Start</b> _____	<b>End Date</b> _____
<b>Address</b> _____	<b>Supervisor(s)</b> _____ / _____	(phone) _____
<b>Job Title</b> _____	<b>Duties</b> _____	
_____		
<b>Starting Pay</b> _____	<b>Ending Pay</b> _____	<b>Reason for leaving</b> _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary

May we contact the employers above?  Yes  No **If no, indicate which one(s) you do not want us to contact** \_\_\_\_\_

## PERSONAL REFERENCES

Name and Occupation	Address	Phone Number

## IMPORTANT- PLEASE READ CAREFULLY

Centerville City is an equal opportunity employer. Appointments are made without regard to sex, age, race, color, religion, national origin, disability or other non job related criteria.

In the interest of workplace and public safety, all offers of employment are contingent upon the successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body. Physical examinations are required for some applicants entering the Centerville City work force.

**SIGNATURE** - I certify that the answers given herein and on all employment related material provided by me are true and complete to the best of my knowledge. I authorize investigation of all statements made by me either in writing or orally as may be necessary in arriving at an employment decision.

I also agree to allow Centerville City to determine my competence for certain positions in the police department or in other departments where funds are involved, by obtaining credit, criminal and other job related information about me. I also understand that if such checks are involved, I may be informed of their contents by submitting a written request and that I have the right to respond to any findings which I believe to be incorrect.

In the event of employment, I understand that false or misleading information given on my application or during interview(s) may result in discharge, no matter when discovered by Centerville City. I understand, also, that if I am employed, I will be required to abide by all rules and regulations established by Centerville City.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written documentation or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. Moreover, no promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Centerville City unless made in writing.

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

