

# SOUTH JORDAN CITY



**Return To: 1600 W. Towne Center Drive South Jordan, Utah 84095**  
**Ph: (801) 254-3742 Fax: (801) 253-5214 [www.sjc.utah.gov](http://www.sjc.utah.gov)**

<b>EMPLOYMENT APPLICATION</b> Complete all sections of this application				
Position Applied For (one position per application)	Who referred you to South Jordan City? [Check a box below] <input type="checkbox"/> South Jordan Employee (name) _____ <input type="checkbox"/> South Jordan Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Website Newspaper <input type="checkbox"/> Job Posting <input type="checkbox"/> DWS <input type="checkbox"/> Other Website <input type="checkbox"/> Other: _____	Date of Application		
Name (Last, First, Middle)				
Mailing Address (Street or P.O. Box)		City	State	Zip Code
Day Phone	Evening Phone	Mobile Phone		
E-Mail Address				
Have you ever <b>worked</b> or <b>volunteered</b> for South Jordan City? <input type="checkbox"/> Yes <input type="checkbox"/> No   From: _____ To: _____  Position: _____		Are you Claiming Veteran's Employment Rights? <input type="checkbox"/> Yes <input type="checkbox"/> No  If so, you must attach a copy of form DD-214 to this application.		
Have you ever <b>applied</b> for a position at South Jordan City? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date & position:	Are you willing to work shift work if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No  What is your shift preference? <input type="checkbox"/> Days <input type="checkbox"/> Swing	Are you willing to work a schedule that includes weekends and/or holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If offered a position requiring a driver's license, your driving record will be reviewed.</i>	Drivers License Type or Class	Any applicable endorsements?		
<b>Criminal Background</b>  Have you, since the age of 18, ever been <b>convicted</b> of a crime, excluding minor traffic offenses? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*Criminal conviction is not an absolute bar from employment, but it will be considered in relation to specific job duties.</i>  Have you engaged in illegal use, possession, sale, or transfer of narcotics or illicit drugs during the past 5 years, including receiving a positive drug test or positive workplace related alcohol test? <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>If yes, please attach additional sheets and give dates, details, and penalties for each occurrence. Please include dates of any probationary periods.</i>				
Have you ever been discharged or forced to resign from a position? <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>If yes, please explain in detail on a separate sheet.</i>	Are you aware of any reason why you cannot perform the essential functions or meet the attendance requirements of the job for which you are applying, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please explain in detail on a separate sheet.</i>			
What is the lowest entrance salary you will accept? \$ _____ per hour. <i>Note: You may not be interviewed for the position if the starting salary pay is less than you indicated.</i>				
Do you have any relatives working for South Jordan City including biological, step, in-laws, or relatives by marriage? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide name and relationship:</i>				

*South Jordan City does not accept applications for positions that are not posted*

*Updated 5/29/2009*

## EDUCATION AND SPECIAL SKILLS

High School Graduate, GED, or equivalent?  Yes  No

**If no, circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12**

Name of High School \_\_\_\_\_ Location of High School \_\_\_\_\_

College/University/Technical College graduate?  Yes  No

College, University, or Technical College Attended	Location of School (City)	Major/Minor/Field/Degree and Years Attended

### Additional Skills & Qualifications

Use this area to list any additional information you think would help us evaluate your application. Include special skills, training, licenses, and certifications that you possess that will aid you in performing the essential job-related functions of the position you are applying for (i.e.; computer classes, CDL, P.O.S.T. certification, EMT or Paramedic licensing, lifeguard certifications, heavy equipment or landscaping equipment experience.)

## EXPERIENCE **Do not use "See Resume"**

Beginning with present or most recent experience, account for all employment during the **LAST 10 YEARS**. If you wish to elaborate on your experience, a supplemental sheet or resume may be attached. Include military service, if applicable; also include non-paid (volunteer type) employment.

**If no previous work experience, check here**

Employer		Date From _____ To _____	
Your Name While Employed		Job Title	
Address (Street)	City	State	Zip
Telephone Number	Supervisor's Name	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Starting Salary \$ _____ <input type="checkbox"/> Year / <input type="checkbox"/> Hour	Ending Salary \$ _____ <input type="checkbox"/> Year / <input type="checkbox"/> Hour		
Responsibilities and Duties			
Reason for Leaving			

Employer		Date From _____ To _____	
Your Name While Employed		Job Title	
Address (Street)	City	State	Zip
Telephone Number	Supervisor's Name	May we contact for a reference?	

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		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Starting Salary \$	<input type="checkbox"/> Year / <input type="checkbox"/> Hour	Ending Salary \$	<input type="checkbox"/> Year / <input type="checkbox"/> Hour
Responsibilities and Duties:			
Reason for Leaving			

Employer		Date From _____ To _____	
Your Name While Employed		Job Title	
Address (Street)		City	State
			Zip
Telephone Number		Supervisor's Name	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Starting Salary \$	<input type="checkbox"/> Year / <input type="checkbox"/> Hour	Ending Salary \$	<input type="checkbox"/> Year / <input type="checkbox"/> Hour
Responsibilities and Duties			
Reason for Leaving			

**REFERENCES**

List the names and telephone numbers of three business/work references that are **not** related to you.

Name	Profession/Title	Daytime Telephone Number	Years Known
1.			
2.			
3.			

Are you at least 16 years old?  Yes  No (All City employees must be a minimum of 16 years old)

***THE CITY OF SOUTH JORDAN IS AN EQUAL OPPORTUNITY EMPLOYER***

It is the policy of South Jordan City to recruit, hire, and promote qualified applicants without regard to their race, color, religion, sex, national origin, disability, or other areas covered by federal, state, or local fair employment laws and regulations. To further this objective, the city has established procedures to ensure that all personnel actions such as compensation, benefits, transfers, Employer sponsored training and education, educational assistance, social and recreational programs, and use of all employee facilities are administered without regard to race, color, religion, sex, national origin, or disability. If you are invited for an interview, testing, etc., and, due to a disability, need assistance in understanding and participating in the process, please notify the Human Resource Division at (801) 254-3742.

**CERTIFICATION OF APPLICANT READ CAREFULLY BEFORE SIGNING**

I AUTHORIZE THE INVESTIGATION OF ALL PRIOR EMPLOYMENT RECORDS AND INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION, RESUME, AND/OR STATEMENTS MADE IN THE INTERVIEWING PROCESS. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS IN THIS APPLICATION MAY BE CAUSE FOR DISQUALIFICATION AND/OR SEPARATION FROM EMPLOYMENT.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# Equal Employment Opportunity Information

The information below is needed to measure the effectiveness of our recruitment efforts and to help us conform with federal government guidelines, which require us to compile statistical information about applicants for employment. You are not required to furnish this information, but are encouraged to do so. This information will not influence selection and will not be used as a basis for selection; it is merely for statistical purposes.

**This information sheet will be detached from the application prior to being processed for consideration and will be kept in a confidential file separate from the Employment Application.**

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

Please mark appropriately  Male  Female

Are you 40 years or older?  Yes  No

**ETHNIC CATEGORY** (Please check one):

- WHITE** (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- BLACK** (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- HISPANIC**: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ASIAN OR PACIFIC ISLANDER**: All persons having origins in any of the original people of the far East, Southeast Asia, Indian Sub continent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- AMERICAN INDIAN OR ALASKAN NATIVE**: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliations or community recognition.

**VETERAN'S ELIGIBILITY** (Check all that apply):

Pursuant to Utah State Code, South Jordan City grants Veteran's preference during hiring process.

**NOTE:** You must use the Application to claim Veteran's Preference. Designating your Veteran's status here will not provide you with hiring preference.

- A) Any individual who has served on active duty in the armed forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions.
- B) A disabled veteran with any percentage of disability.
- C) The spouse or unmarried widow or widower of a veteran.
- D) A Purple Heart recipient.
- E) A retired member of the armed forces who retired below the rank of major or its equivalent.

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