

UTAH COUNTY - EMPLOYMENT APPLICATION Updated: 02-2012

Office of Personnel Management 100 East Center Street, Suite 3800, Provo, UT, 84606
Phone (801) 851-8158 ~ Email: ucpersonnel@state.ut.us ~ Fax (801) 851-8166
www.utahcountyonline.org/jobs

For Office Use Only				
TS				
Vet Pref				
Register				
DNMM				
Other				

PLEASE READ INSTRUCTIONS ON PAGE 4 BEFORE COMPLETING APPLICATION

I. APPLICANT INFORMATION									
Position Title	Position TitlePosting #								
Name					Soc.	Sec. No	o. XXX -	XX -	
Other names previously used									
Addross									
AddressStreet			ity		State		Zip	Code	
Best contact number:	of	ther			Email :				
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 How did you become aware of the pos If employed, are you willing to accept t 		-	-						
II. VETERAN'S PREFERENCE: Please se	ee additio	nal ins	tructions o	n page 4	. This information	on is vol	untary. H	lowever,	
DISCLOSURE OF THE INFORMATION IS I	REQUIRE					RENCE.			
Do you claim Veteran's Preference? □ NO □ YES (Please attach documentation)			If Ye		s a veteran s a spouse, or as ai	n unmarri	ied widow d	r widower	of a veteran
III. TRAINING AND EDUCATION: You m	•					The info	ormation	you give	regarding
your training and education will be used to		-							
HAVE YOU GRADUATED FROM HIGH S ☐ YES ☐ *NO *If no, circle highest year co						VALEN	CY DIPL	OMA (G	ED)
Name and Location of College or University	Dat	es	Credits Co Semester		Major/Minor		Did you Graduate	Type of Degree	Date of
	From	То	Hours	Hours			Graduate	Degree	Degree
					Yes / No				
							Yes / No		
							Yes / No		
Submit copies of official college or universi	ity transc	ripts w	ith your ap	oplication	if you wish to r	receive o	credit for	your edu	ication.
PROFESSIONAL LICENSE OR CE	ERTIFIC	CATE	, IF REC			Date Issue	ad	Expiration	Date
Туре				Jenai	Number L	Jale 133ue	cu	Lapitation	Date
LANGUAGES: List languages you speak,	read and	l write	other than	Fnalish					
LANGUAGES. List languages you speak,	reau allu	. WIILE	oui c i liidli	Liigiisii					

IV. EXPERIENCE: You must complete all applicable items in this section. The information you give regarding your experience will be used to determine if you meet minimum qualifications. Begin with your present or most recent job and describe, in the boxes below, all periods of employment such as paid (full or part time), volunteer (full or part time), self employment, and/or military service. Account for your time during any intervals of unemployment other than when attending school. Attach addendum if necessary, using the same format. Unless requested on job posting, RESUMES WILL NOT BE ACCEPTED.

EMPLOYER'S NAME AND PHONE NUMBER:	
COMPLETE ADDRESS:	
YOUR TITLE:	FROM TO MO. YR. MO. YR.
□ FULL TIME □ PART TIME □ VOLUNTEER □ OTHER	HOURS PER WEEK LAST PAY \$PER
SUPERVISOR'S NAME, TITLE, AND PHONE NUMBER:	
DUTIES:	
DEACON FOR LEAVING OR OFFICING OTHER EMPLOYMENT.	
REASON FOR LEAVING OR SEEKING OTHER EMPLOYMENT:	
EMPLOYER'S NAME AND PHONE NUMBER:	
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SUPERVISOR'S NAME, TITLE, AND PHONE NUMBER:	
DUTIES:	
REASON FOR LEAVING OR SEEKING OTHER EMPLOYMENT:	

ES NO 1. Have you, since the age of 18, been convicted of a crime, excluding minor traffic offenses? If yes, give dates, details and per occurrence, including dates of any probationary periods on a separate sheet. (Note: Each conviction will be judged in relation to time circumstances, and relationship to the position sought, and will not necessarily bar you from employment.) ES NO 2. Have you ever been discharged or forced for resign? If yes, please explain on a separate sheet. ES NO 3. Would accommendation/assistance be helpful to you in taking the examination for this position? If yes, describe on a separate sheet. (Note: Each conviction will yes, secribe on a separate sheet.) ES NO 4. If the position for which you are applying requires driving a vehicle (see posted job announcement), do you possess a current of if yes, specify state issued. S NO 5. If the position for which you are applying is hazardous in nature, including but not limited to working with or around heavy equipment material (see posted job announcement), are you 18 years of age or older? ES NO 6. Have you ever been employed by Utah County Government? If yes, please include applicable information in the Experience application. ES NO 7. Are you willing to work in the U.S.? ES NO 8. Are you willing to have your current employer contacted regarding your employment record? ES NO 9. Are you are aliased to someone currently employed by Utah County? If yes, Name. READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS STATEMENT: Laffirm that this application and that the information is true and complete to the best of my knowledge and belief, far mission or fealing on at any time disclose any such misrepresentation or fealing facilion, my application will be rejected or, if employment record. Finally, I authorize that copies of this application and attachments may private or or committed in the properties of th		FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (STREET, CITY, STATE, ZIP)	BUSINESS OR OCCUPATION	PHONE NUMBE
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application. S		material (see posted job annound	cement), are you 18 years of age or older?	-	
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UTAH COUNTY GOVERNMENT EMPLOYMENT APPLICATION INSTRUCTIONS TO APPLICANTS

- Complete an official Utah County employment application for every position for which you are applying. If more space is needed, attach an addendum using the same application format. Unless requested on the job posting, RESUMES WILL NOT BE ACCEPTED. Sign your application and return it with all required attachments to the Personnel Office by 5:00 p.m. (MST) on or before the closing date. NO POSTMARKS.
- 2. Submit college transcripts and/or diploma with your application to receive college credit internet printouts and photocopies are acceptable unless otherwise specified.
- 3. Veteran's Preference. Refer to Title 71 UCA 10 as amended for eligibility requirements for veteran's preference. Persons claiming veteran's preference must submit a photocopy of the veteran's honorable discharge (such as a DD-214) showing the dates of service with each application form. A spouse or unmarried widow or widower of a veteran must also submit a copy of their marriage license as well as the DD-214.

OTHER INFORMATION REGARDING APPLYING FOR A UTAH COUNTY GOVERNMENT POSITION

- 1. Applicants may be required to undergo drug testing as a condition of employment.
- 2. False statements, evidence of fraud or deceit in connection with this application will disqualify you from examination or employment, and if discovered after employment are grounds for discharge. This application and all attached documents are official records of Utah County Government and cannot be returned.
- 3. Your completed application will be used to determine your eligibility for the position for which you are applying.
- 4. Competitive Career Service positions may require an examination by Utah County Government. Examination can consist of one or a combination of the following: written examination, oral examination, performance examination. If you are applying for a position that requires an examination, you will be notified of the time and place of your examination.
- 5. Federal law requires supervisors/employers to review documents verifying your identity and eligibility to work in the United States and to complete Form I-9 (Employment Eligibility Verification). You will be required to provide this documentation. Supervisors/employers are in violation of the law if the documents are not reviewed and Form I-9 is not completed.
- 6. If employed, the Personnel Office will require a copy of your current Social Security Card to ensure County employment forms match the name on the Social Security Card.
- 7. Your application will not be rejected because of your race, color, national origin, religion, sex, age, or disability, except as legally required.
- 8. If you are invited to a hiring interview, it is your responsibility to provide the selection official with additional documents as requested.
- 9. If you desire further information regarding Utah County employment, please refer to www.utahcountyonline.org or contact the Utah County Personnel Office.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Utah County Government to provide and promote equal opportunity employment, compensation and other terms and conditions of employment without discrimination because of race, color, sex, religion, national origin, age or disability. The County provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.

ADDENDUM FOR ADDITIONAL WORK EXPERIENCE TO THE UTAH COUNTY EMPLOYMENT APPLICATION: List jobs and describe, in the boxes below, all periods of employment such as paid (full or part time), volunteer (full or part time), self employment, and/or military service. Account for your time during any intervals of unemployment other than when attending school. Unless requested on the job posting, RESUMES WILL NOT BE ACCEPTED.

EMPLOYER'S NAME AND PHONE NUMBER:	
COMPLETE ADDRESS:	
YOUR TITLE:	FROMTO MO. YR. MO. YR.
□ FULL TIME □ PART TIME □ VOLUNTEER □ OTHER	HOURS PER WEEK LAST PAY \$PER
SUPERVISOR'S NAME, TITLE, AND PHONE NUMBER:	
DUTIES:	
REASON FOR LEAVING OR SEEKING OTHER EMPLOYMENT:	
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APPLICANT DATA RECORD

Utah County Government is an equal opportunity employer and complies with applicable government regulations. It is illegal for any agency or organization to discriminate in hiring based on race, color, sex, religion, national origin, age or disability.

THE INFORMATION REQUESTED ON THIS SHEET IS VOLUNTARY. This information will assist Utah County Government in applicant tracking, reporting, and other legal requirements. Failure to answer will not subject applicants to disparate treatment.

We would appreciate your cooperation in filling out this information to help us comply with government regulations. This data will be maintained in a separate, private research file.

	Position applied for Posting Number:
	Date Veteran:
	□ No
	Referral Source
	EQUAL EMPLOYMENT INFORMATION
	(Please check applicable information)
	Sex: Female
	□ Male
	Age: Under 40
	□ 40 or Over
Plo	ease mark one or more of the following five (5) racial categories which apply to you.
	WHITE: A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE, THE MIDDLE EAST, OR NORTH AFRICA
	BLACK OR AFRICAN AMERICAN: A PERSON HAVING ORIGINS IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA
	ASIAN: A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF THE FAR EAST, SOUTHEAST ASIA, OR THE INDIAL SUBCONTINENT INCLUDING, FOR EXAMPLE, CAMBODIA, CHINA, INDIA, JAPAN, KOREA, MALAYSIA, PAKISTAN, THE PHILIPPINE ISLANDS, THAILAND, AND VIETNAM.
	AMERICAN INDIAN OR ALASKA NATIVE: A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AND SOUTH AMERICA (INCLUDING CENTRAL AMERICA), AND WHO MAINTAINS TRIBAL AFFILIATION OR COMMUNITY ATTACHMENT.
	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF HAWAII, GUAM, SAMOA, OR OTHER PACIFIC ISLANDS.
Plo	ease mark the following ethnicity category that applies to you:
	HISPANIC OR LATINO: A PERSON OF MEXICAN, PUERTO RICAN, CUBAN, CENTRAL OR SOUTH AMERICAN, OR OTHER SPANISH CULTURE OR ORIGIN, REGARDLESS OF RACE.
	NOT HISPANIC OR LATINO