



LEHI CITY
APPLICATION FOR EMPLOYMENT
 Human Resources Department
 153 North 100 East, Lehi, Utah 84043
 (801) 768-7100 • Fax (801) 768-7101

Instructions: Review the job announcement to determine if you meet the minimum requirements for the position sought. You may attach a resume, but you must still complete the application in full. Incomplete applications may be screened out of the recruitment process. Include a copy of your transcripts / diplomas / certificates to receive credit for any college or vocational school credit. If the position you have applied for requires a skill level score, verified scores from a qualified institution must be attached or the application may be screened out. Note: If you wish to be considered for veteran's preferences as a veteran, or the unmarried widow of a veteran, please submit proper documentation (i.e. OD-214 form). **Application only valid for current vacancies in positions(s) listed below. **

PERSONAL INFORMATION

| | | | | | |
|-----------------|------------|----------------|----------|------------|------------------|
| LAST NAME | FIRST NAME | MIDDLE INITIAL | | | |
| CURRENT ADDRESS | CITY | STATE | ZIP CODE | HOME PHONE | WORK/OTHER PHONE |

WORK AVAILABILITY

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| OFFICIAL TITLE FOR WHICH YOU ARE APPLYING | DATE AVAILABLE TO BEGIN |
| TYPE OF EMPLOYMENT DESIRED (CHECK ALL THAT APPLY): | |
| <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Shift work <input type="checkbox"/> On-Call <input type="checkbox"/> Seasonal | |

EDUCATION

| Graduated from High School or completed the GED equivalent? | YES | High School: | Location: | | |
|-------------------------------------------------------------|--------|--------------|------------------|-------------------------|--|
| NAME & LOCATION OF COLLEGE OR UNIVERSITY | DEGREE | MAJOR/MINOR | DEGREE RECEIVED? | HIGHEST LEVEL COMPLETED | |
| | | | | | |
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JOB SKILL/SPECIFICATIONS

| |
|--------------------------------------------------------------------------------------------------|
| List specific computer programs used: |
| Complete all that apply: Type wpm, 10-key spm, Wordspacing P.O.S.T.com level EMT |

PERSONAL REFERENCES (other than relatives and past employers)

| FULL NAME | PRESENT BUSINESS OR HOME ADDRESS | BUSINESS OR OCCUPATION | TELEPHONE NUMBER(S) |
|-----------|----------------------------------|------------------------|---------------------|
| | | | |
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| | | |
|--------------------------------------------------------|-----|----|
| Are you a current or previous employee of Lehi City? | Yes | No |
| If yes, what department and year(s): | | |
| Do you have relatives currently working for Lehi City? | Yes | No |

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| If yes, list name, relationship, and department: | |
| Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (Proof of citizenship or immigration status will be required upon employment.) | Yes No |
| If the position you are applying for requires driving a vehicle (see job announcement), do you have a valid license? | Yes No |
| Have you ever been convicted of an offense other than a minor traffic violation or entered into a Plea in Abeyance? | Yes No |
| If yes, please state the offense, date, location, and disposition of the case. (Convictions are evaluated for each position and are not necessarily disqualifying.) | |
| To your knowledge, can you successfully perform the essential functions of the job for which you are applying with or without reasonable accommodation? | Yes No |

EMPLOYMENT HISTORY (Starting with your most recent employment, give a complete record of your employment history and reasons for periods of unemployment. If additional space is needed, please attach your own sheet using the same format.)

| | | | |
|---------------------------------------------------------|-----------------------|---------------|----------------|
| EMPLOYER | DATE STARTED: | DATE ENDED: | WORK PERFORMED |
| ADDRESS | | | |
| TELEPHONE NUMBER(S) | STARTING WAGES: | ENDING WAGES: | |
| JOB TITLE | SUPERVISOR | | |
| REASON FOR LEAVING OR WANTING TO LEAVE CURRENT POSITION | HOURS WORKED PER WEEK | | |
| EMPLOYER | DATE STARTED: | DATE ENDED: | WORK PERFORMED |
| ADDRESS | | | |
| TELEPHONE NUMBER(S) | STARTING WAGES: | ENDING WAGES: | |
| JOB TITLE | SUPERVISOR | | |
| REASON FOR LEAVING OR WANTING TO LEAVE CURRENT POSITION | HOURS WORKED PER WEEK | | |
| EMPLOYER | DATE STARTED: | DATE ENDED: | WORK PERFORMED |
| ADDRESS | | | |
| TELEPHONE NUMBER(S) | STARTING WAGES: | ENDING WAGES: | |
| JOB TITLE | SUPERVISOR | | |
| REASON FOR LEAVING OR WANTING TO LEAVE CURRENT POSITION | HOURS WORKED PER WEEK | | |

May we contact your current employer? Yes No **If no, why?** _____
 (If your current or previous employers are not contacted before an offer of employment is made, any offer of employment will be subject to Lehi City contacting such employers and may be withdrawn based on the information received from such employers.)

Criminal background checks are conducted on all City positions. Non disclosure may result in dismissal.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements in this application for my employment as may be necessary in arriving at an employment decision. I hereby 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 is specifically acknowledged in writing by an authorized executive of this organization. I understand that the conditional offer process will include a drug screen and background investigation, and that if I fail the drug screen or fail to disclose information regarding previous convictions on my application, my application for employment may be denied, or my position of employment with Lehi City may be terminated. I understand that employment will be conditional upon the successful completion of reference and employment checks in addition to a criminal background investigation. I understand that I must meet the minimum qualifications for any position I am offered. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge, also that I am required to abide by all the rules and regulations of the employer.

Signature of Applicant _____ **Date** _____

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applicants are being accepted at that time