



EMPLOYMENT APPLICATION

374 East Main St
Vernal, UT 84078
Phone: (435) 789-2255
Fax: (435) 789-2256
www.vernalcity.org
Email: hr@vernalcity.org

Name, Address, City, State, Zip, Home Phone, e-mail address, Business/Cell Phone

IMPORTANT

Read the following instructions carefully before filling out your application.

All requested information must be furnished. The information you give will be used to determine your qualifications for employment. It is important that you answer all questions on your application fully and accurately; failure to do so may delay its consideration and could mean loss of employment opportunities.

- 1. Position / Title applied for:
2. Type of employment acceptable: Full-time, Part-time, Seasonal
3. Are you a citizen of the United States? Yes, No
4. Have you ever worked for Vernal City? Yes, No
5. Are you related to any Vernal City employee? Yes, No
6. Have you ever been convicted of violating any civil or criminal law? Yes, No

VERNAL CITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST THE DISABLED IN EMPLOYMENT SERVICE.

7. Have you served in the U.S. Armed Forces? Yes No
 If yes, Branch: _____ Service # _____ Type of Discharge _____
 Dates of active service: from _____ to _____
8. Do you have a valid Utah / other State Driver's license? Yes No State: _____
 Do you have a valid CDL license? Yes No
 If yes, type: _____ Endorsements: _____
9. Lowest wage you will accept: \$ _____ per _____
10. Are you currently employed? Yes No
11. When will you be available for work: _____

EDUCATION AND TRAINING

1. Are you a high school graduate or equivalent? Yes No
 Name and location of high school: _____
2. Highest grade completed including College: _____
3. Post high school education:

College, University attended	Dates attended	Major / Minor	Credits Earned	Degree / Cert.
(Other training)				

4. Clerical skills: Keyboard _____ wpm Ten key _____ (submit proof with application)
5. List any equipment you have operated successfully:

6. List any professional or trade licenses, certificates, registration or membership:

EXPERIENCE

Beginning with present or most recent experience, account for at least your past 10 years of employment. If you wish to elaborate on your experience, a supplemental sheet or resume may be attached, but this section **MUST** be filled out. Include military or volunteer type employment.

Employer _____ Full-time Address _____ Part-time Job Title _____ Volunteer Duties _____ _____ Reason for leaving _____	Length of Job from: mth / yr _____ to: mth / yr _____ Hours worked per week _____ Last wage \$ _____ per _____ May we contact this employer? Yes No
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REERENCES: Please list three professional references.

Name / Occupation	Address	Phone Numbers	Relationship	Years Acquainted

AGREEMENT

I certify that the answers given herein are true and accurate to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, or criminal history as may be necessary in arriving at an employment decision. I hereby release employers and law enforcement agencies or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of Vernal City.

Signature of Applicant

Date

FOR PERSONNEL OFFICE USE ONLY

Minimums Yes No

Overall rating _____

Notes:

