



City of Payson
APPLICATION FOR EMPLOYMENT
 Human Resources Department
 439 West Utah Avenue • Payson • Utah • 84651
 (801) 465-5202 • Fax (801) 465-5208 • person@payson.org

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 education. If the position you have applied for requires a skill level score, verified scores from a qualified institution (DWS) must be attached or the application may be screened out. **NOTE:** If you wish to be considered for veteran's preference as a veteran, a disabled veteran, or the unmarried widow or widower of a veteran, please submit proper documentation (i.e. DD-214 form)

Application valid only for current vacancies in position (\$) listed below.

PERSONAL INFORMATION

| | | | | |
|-----------------|------------|----------------|------------------------|---------------|
| LAST NAME | FIRST NAME | MIDDLE INITIAL | SOCIAL SECURITY NUMBER | Date of Birth |
| CURRENT ADDRESS | CITY/STATE | ZIP CODE | HOME PHONE | WORK PHONE |

WORK AVAILABILITY

Official Title of Position Applying for: _____ Date Available to Begin: _____

Type of Employment Desired (mark all that apply): Full-time Part-time Temporary Seasonal

EDUCATION

Graduated from High School or completed GED equivalent? Yes No High School: _____ Location: _____

| Name & Location of College or University | Degree | Major/Minor | Degree Received? | Highest Level Completed |
|--|--------|-------------|--|-------------------------|
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

JOB SKILLS/CERTIFICATIONS

List specific computer programs experience: _____

Complete all that apply: type _____ wpm, 10-key _____ spm, Word processing _____, spelling _____, POST cert level _____, EMT

PERSONAL REFERENCES (other than relatives and past employers)

| Full Name | Present Business or Home Address (Street, City, State, Zip) | Business or Occupation | Telephone Number (s) |
|-----------|---|------------------------|----------------------|
| | | | |
| | | | |

- Are you a current or previous employee of Payson City? If yes, department and year: _____
- Do you have relatives currently working for Payson City? Yes No If yes, name, relationship, and department: _____
- Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No (Proof of citizenship or immigration status will be required upon employment.)
- If the position you are applying for requires driving a vehicle (see job announcement), do you have a valid drivers license? Number _____ State _____ is it a commercial driver's license? Yes No Endorsement _____
- Have you ever been convicted of an offense other than a minor traffic violation? 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) Criminal background checks may be conducted. Non-disclosure will result in dismissal. _____
- To your knowledge, can you successfully perform the essential functions of the job you are applying for with or without reasonable accommodation? Yes No

Payson City is an Equal Opportunity Employer • Applications are classified as private and will be held confidential

APPLICANT: The following information is strictly voluntary. The form below will be detached and kept separate and confidential from the application. Information provided on this form will not be considered in any employment decision but is for statistical purposes only.

GENDER: Male Female

RACE/ETHNIC IDENTIFICATION (check only one):

- White:** (Not of Hispanic Origin): Persons having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black:** (Not of Hispanic Origin): Persons having origins in any of the black racial groups of Africa
- Hispanic:** Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins regardless of race
- Asian or Pacific Islander:** Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native:** Persons having origins in any of the original people of North American and who maintain cultural identification through tribal affiliation or community recognition.

How did you learn about this position?

- Employment Office City Employee School Career Fair Internet
- Professional Journal Bulletin Board Newspaper Other _____

Position applied for _____ Date _____

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

| | | | |
|---|----------------------------------|----------------|----------------|
| EMPLOYER | FROM _____ TO _____ MOYR MOYR | | WORK PERFORMED |
| ADDRESS | | | |
| TELEPHONE NUMBER(S) | STARTING SALARY: | ENDING SALARY: | |
| JOB TITLE | SUPERVISOR | | |
| REASON FOR LEAVING OR WANTING TO LEAVE POSITION | HOURS WORKED PER WEEK _____ | | |
| EMPLOYER | FROM _____ TO _____ MOYR MOYR | | WORK PERFORMED |
| ADDRESS | | | |
| TELEPHONE NUMBER(S) | STARTING SALARY: | ENDING SALARY: | |
| JOB TITLE | SUPERVISOR | | |
| REASON FOR LEAVING OR WANTING TO LEAVE POSITION | HOURS WORKED PER WEEK _____ | | |
| EMPLOYER | FROM _____ TO _____ MOYR MOYR | | WORK PERFORMED |
| ADDRESS | | | |
| TELEPHONE NUMBER(S) | STARTING SALARY: | ENDING SALARY: | |
| JOB TITLE | SUPERVISOR | | |
| REASON FOR LEAVING OR WANTING TO LEAVE POSITION | | | |

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 Payson City contacting such employers and may be withdrawn based on the information received from such employers.)

Describe any specialized training, apprenticeship, skills, honors, extracurricular activities, or additional information that may be related to the position

•NEPOTISM AGREEMENT•

I understand I will not be eligible for appointment, promotion, or transfer to a City department where a member of my immediate family is employed. (Immediate family is defined as spouse, parent, sibling, child, grandchild, grandparent, sister-in-law, brother-in-law, father-in-law, mother-in-law, or daughter-in-law.) Seasonal work is excepted, provided no relative serves in the capacity of a director or assistant director of the employing department and provided the employee will not be supervised or appointed by a member of the immediate family. Applicants participating in the testing process for the Police Officer of Firefighter will be inactive on the resulting eligibility list until the time when no relative is employed by Payson City in the respective department.

•APPLICANT'S STATEMENT•

I certify that answers given herein are true and complete to the best of my knowledge. 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 and agree that I am required to abide by Payson City ordinances, policies, rules, and regulations.

I do hereby authorize any and all persons, companies, or agencies to release any and all background information, of a confidential or privileged nature, relevant to this application and any pertinent information they may have to the hiring authorities of Payson City Corporation. I release all such parties from all liability of every kind as the result of furnishing the same to Payson City Corporation. This information is to be used to assist the City in determining my qualifications and fitness for the position I am seeking. I hereby release Payson City and its officers, agents, and employees from any liability for the use of any and all of the foregoing information, in consideration by being reviewed for the aforesaid position.

I understand that the conditional offer process may include a drug screen and background investigation; and if I fail that drug screen or fail to disclose information regarding previous convictions on my application, I will not be eligible for appointment or to apply for any position within Payson City for a minimum of six (6) months from the date of the screening. I understand that employment may be conditional upon the successful completion of reference and employment checks and a criminal background investigation. I understand that I must meet the minimum qualifications for any position I am offered.

SIGNATURE OF APPLICANT _____

Date _____

***NOTE: Application must contain an original signature (not a photocopy).**

Recruitment is open to all persons who meet minimum qualification requirements regardless of race, color, religion, national origin, political affiliation, gender, age, or disability. Payson City will make reasonable accommodations for disabilities when they will not impose undue hardship.

Do Not Write In This Area