



NORTH DAVIS SEWER DISTRICT

Employment Application

4252 West 2200 South
Syracuse, Utah 84075

Tel: (801) 825-0712
Fax: (801) 773-6320

POSITION

Position Desired:

Today's Date:

PERSONAL DATA

Last Name:

First Name:

Middle Initial:

Address of Current Residence:

Street:

City:

State:

Zip:

Home Phone No.:

Mobile Phone No.:

Email Address:

Are you legally authorized to work in the US? Yes No
If no, please explain.

Have you ever applied to or been employed by the District? Yes No If yes, when?

A criminal background check is required prior to making a job offer to any person seeking employment. Each finding in a background check will be evaluated in relation to time, seriousness, circumstances, and relationship to the position sought and will not necessarily disqualify an applicant from employment.

EDUCATION, SKILLS, & TRAINING

	Degree	Major/Field	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	School	Location
Highest			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Next Highest			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Next Highest			<input type="checkbox"/> Yes <input type="checkbox"/> No		
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		

	Type/Description/Location	Date
Special Licenses, Certifications, and/or Training		

Have you served in the U.S. Armed Forces? Yes No

If yes, which branch?

Dates Served:

List any relevant skills from military service:

Are you proficient with the use of a personal computer? Yes No

What is your keyboarding skill level? _____ WPM

Which computer applications are you currently proficient with? Word Excel Access PowerPoint Other _____

EMPLOYMENT HISTORY

Include employment history for the previous 10 years. Start with most recent position held, including military. A resume may be attached to describe duties and scope of responsibilities in each job. Attach additional pages as necessary.

Company:		Employed from / / to / /	
Address:		Telephone/Area Code: ()	
City:	State:	Zip Code:	
Name and Title of Immediate Supervisor:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Your Title:	Starting Salary:	Final Salary:	Bonuses?
Reason for Leaving:			
Your Duties and Scope of Responsibilities: <input type="checkbox"/> Resume Attached			

Company:		Employed from / / to / /	
Address:		Telephone/Area Code: ()	
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Name and Title of Immediate Supervisor:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Your Title:	Starting Salary:	Final Salary:	Bonuses?
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Address:		Telephone/Area Code: ()	
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Name and Title of Immediate Supervisor:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Your Title:	Starting Salary:	Final Salary:	Bonuses?
Reason for Leaving:			
Your Duties and Scope of Responsibilities: <input type="checkbox"/> Resume Attached			

REFERENCES

List three references who have knowledge of your qualifications for the position for which you are applying. Do not give relatives or former employers.

Name:	Telephone:	<input type="checkbox"/> Home <input type="checkbox"/> Business	Years Known:
Name:	Telephone:	<input type="checkbox"/> Home <input type="checkbox"/> Business	Years Known:
Name:	Telephone:	<input type="checkbox"/> Home <input type="checkbox"/> Business	Years Known:

List any friend or relative now working for the District:

STATEMENT

I certify that the information provided by me on this application is true and complete to the best of my knowledge and may be verified by the District. I understand that providing false or misleading information or omitting pertinent information in my application or a job interview shall be just grounds for rejection of application or for immediate discharge if I am employed. I understand that employment is contingent upon the accuracy of this information and I hold the District harmless for any decision made on the basis of information provided by myself or through any reference sources.

Signature: _____ Date: _____

If your application is considered favorable, on what date will you be available for work? _____

The North Davis Sewer District is an equal opportunity employer. Its policy is to recruit, hire, and promote qualified applicants without regard to their race, color, religion, sex, age, national origin, disability, or other areas covered by federal, state, or local fair employment laws and regulations. To further this objective, the District 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 employer facilities are administered fairly without regard to race, color, religion, sex, age, national origin, or disability.