

Cottonwood Heights City Employment Application



To ensure consideration, this application must be completed in full. Incomplete applications will be not be considered. Please email completed applications to Linda Dunlavy at employment@ch.utah.gov

Should you need any special accommodations to participate in the application process (i.e., assistance in completing the application, accommodations for the interview, accommodations for any job-related tests, or any other needed accommodations), please let us know at the time of application, or at the time an appointment is scheduled.

Job Interest

What position are you applying for? _____
Hourly Wage Accepted: _____
If hired, on what date could you start work? _____

Personal Information

Legal Last Name _____ Legal First Name _____ Middle Initial _____
Address (number, street, apartment number) _____ City _____ State _____ Zip _____
Email Address _____
Day Telephone Number _____ Evening Telephone Number _____ Message Telephone Number _____
Do you have a legal right to work in the United States? Yes No
Are you at least 18 years of age? Yes No
Have you ever been convicted of a felony? Yes No IF YES, please explain, attach additional sheet if needed.

Have you ever been terminated "for cause" from any previous position within the last 10 years? Yes No
IF YES, please explain, attaching an additional sheet if necessary, such explanation should include the start and end dates of employment, position(s) held, reason for termination, and all other pertinent information.

List any relatives who are currently employed by Cottonwood Heights City _____

Cottonwood Heights is an Equal Opportunity Employer, Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

Employment History

Starting with your most recent job, accurately list ALL jobs you have held in the past 10 years. Give correct addresses and telephone numbers, including volunteer experience. Attach additional sheets if necessary.

Do not state "See Resume" in any area

Employer _____ Address _____

Job Title: Started as _____ Final Title _____

Dates Employed: From _____ to _____ Salary: Starting _____ Final _____

Job Duties _____

Reason for Seeking Other Employment _____

Supervisor's Name and Title: _____ Telephone _____

If you are presently employed, please check the appropriate box:

Please **DO NOT** contact my present employer for references/verification of employment at this time.

You **MAY** contact my present employer for references/verification of employment.

Employer _____ Address _____

Job Title: Started as _____ Final Title _____

Dates Employed: From _____ to _____ Salary: Starting _____ Final _____

Job Duties _____

Reason for Seeking Other Employment _____

Supervisor's Name and Title: _____ Telephone _____

Employer _____ Address _____

Job Title: Started as _____ Final Title _____

Dates Employed: From _____ to _____ Salary: Starting _____ Final _____

Job Duties _____

Reason for Seeking Other Employment _____

Supervisor's Name and Title: _____ Telephone _____

Employer _____ Address _____

Job Title: Started as _____ Final Title _____

Dates Employed: From _____ to _____ Salary: Starting _____ Final _____

Job Duties _____

Reason for Seeking Other Employment _____

Supervisor's Name and Title: _____ Telephone _____

Employer _____ Address _____

Job Title: Started as _____ Final Title _____

Dates Employed: From _____ to _____ Salary: Starting _____ Final _____

Job Duties _____

Reason for Seeking Other Employment _____

Supervisor's Name and Title: _____ Telephone _____

Education

Type of School	Name and Location	Major Course of Study	Graduated Yes/No	Degree
High School				
College/University				
Graduate School				
Technical/Business				
Other				

Please list any professional licenses or certifications that you have obtained that are relevant to the position you are applying for.

Job-Related Skills

Keyboard WPM _____ Computer Skills Yes No List software you are competent in: _____

Equipment or Machinery you can operate: _____

Additional skills: _____

Other Job-Related Training/Experience

Please list any additional training, knowledge or experience that would qualify you for this position, that you haven't already listed.

References

Please provide the names, addresses, and telephone numbers of at least three **professional references** not related to you.

Name

Title

Address

Telephone Number

Name

Title

Address

Telephone Number

Name

Title

Address

Telephone Number

Please read and initial each paragraph below. If there is any part of this page you do not understand, please ask the interviewer about it before signing.

I hereby authorize the city of Cottonwood Heights (the "city") to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to the city any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release Cottonwood Heights, my current and former employers, and all other persons, entities, and associations from any and all claims, _____ demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that if offered employment, my employment by Cottonwood Heights may be contingent on my passing a pre-employment alcohol and drug screen and a pre-employment physical. By signing this application, I voluntarily agree to submit to a pre-employment alcohol/drug screen and pre-employment physical promptly upon the city's request. I understand that failure to pass or take the alcohol/drug screen and/or physical examination _____ will result in withdrawal of the employment offer.

I acknowledge and agree that this application will be considered by the city of Cottonwood Heights for no longer _____ than 30 days from the date it was made.

I understand that nothing contained in the application or conveyed to me during any interview, is intended to create an employment contract, express or implied, between me and Cottonwood Heights. In addition, I understand and agree that if I am employed, my employment relationship with Cottonwood Heights is strictly voluntary and at our mutual will, unless otherwise required by applicable law. I also understand that there is a six-month probationary _____ period for any employment by the city.

_____ I understand it is the policy of the city of Cottonwood Heights to comply with the Drug-Free Workplace Act of 1988

If the position requires driving in the course of work, I understand that I will be required to possess a current and valid Utah driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance. I also understand that any offer of employment is contingent on my ability to be covered by Cottonwood Heights' auto insurance, if required for my position. I also understand that I may be subject to random _____ drug/alcohol testing if the position required driving in the course of work for the city.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of _____ this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlined in this document, but does not constitute a contract, nor does it nullify the city's nor my "at will" right to terminate the relationship at any time with or without cause or notice, subject to applicable law.

Print Name _____

Applicant's Signature _____ Date _____

Thank you for your interest in Cottonwood Heights City!

Please submit this application by emailing it to Linda Dunlavy at employment@ch.utah.gov

INSTRUCTIONS

1. Download a blank copy of the PDF employment application and save it on your computer.
2. Fill out the application and re-save it.
3. Attach completed application and email it to employment@ch.utah.gov