

CITY OF SANTA CLARA

2603 Santa Clara Drive, Santa Clara, UT 84765
 Phone: (435) 673-6712 or FAX: (435) 628-7338

Employment Application

The City of Santa Clara is an equal opportunity employer, maintains a drug free workplace and complies with ADA guidelines. In order to receive consideration for employment with the City, this application must be completed in full, signed and dated. Answer all questions, indication None if appropriate. Applications are accepted on open positions only.

Personal Information

Last Name	First Name	Middle	Social Security Number
:	:	:	:
:	:	:	:

Address	City	State	Zip
:	:	:	:
:	:	:	:

Home Phone Number	Business Phone Number	Are you under age 18?	Are you a US citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
:	:	:	:
:	:	: <input type="checkbox"/> Yes <input type="checkbox"/> No	: Are you an Alien authorized to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No

Hiring Information

Position Desired	Date Available	Previously employed with City?	If yes, when and in what department?
:	:	:	:
:	:	: <input type="checkbox"/> Yes <input type="checkbox"/> No	:

Are you able to perform the job duties with or without accommodation?	If accommodation were necessary, how would you perform the job? (Attach additional sheets as needed.)
: <input type="checkbox"/> Yes <input type="checkbox"/> No	:

If this position requires a UT driver's license:	Expiration Date	Any moving violations in the past 3 years?	If yes, type of offense and date(s)?
:	:	:	:
: License #	:	: <input type="checkbox"/> Yes <input type="checkbox"/> No	:

Have you ever been convicted of an offense against the law and/or are now under charges for any offense? (Omit non-moving traffic violations and any offense that was finally adjudicated in a Juvenile Court or under a Youth Offender Law.) <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date, place, charges and disposition?
:	:
NOTE: A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstances and seriousness.	

Education and Training

High School Name	City/State	Did you graduate?
:	:	:
:	:	: <input type="checkbox"/> Yes <input type="checkbox"/> No

Colleges attended	City/State	Dates Attended	Major	Degree/Date
				/
				/
				/

Job related licenses or certifications	Date issued	Is it current?	Licensing Agency

Have you ever served in the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what branch?	Dates of duty To	Skills related to this position
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Employment History

Describe work history beginning with your current or most recent employer. Include applicable volunteer experience and explain any breaks in employment. Failure to provide complete information regarding any job may result in disqualification of your application. A resume may be attached only as additional information and will not be accepted in lieu of completing this section.

Employer Name			Phone
Address			Dates Employed to
Position Held	Supervisor	Ending Salary	Reason for Leaving
Describe Duties			

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Comment on any additional skills, experience or accomplishments that relate to the position for which you are applying. Some examples are skills with machinery or equipment, writing or public speaking skills, membership in professional organizations, etc.

Additional Job Related Information

Please read the following statement carefully before signing application

I hereby declare the information provided by me in this application to be true and complete. I understand that incorrect information, omissions of fact, or falsification of any information on the application will be grounds for refusal to hire, or if hired, grounds for termination.

I authorize the City of Santa Clara to request, receive and verify all information given in this application.

If I am employed by the City of Santa Clara, I agree to conform to the policies, rules and regulations governing employment that have been adopted. It is acknowledged that these policies, rules and regulations may be changed, interpreted, withdrawn or added to by the City at any time, at the City's sole option.

As a condition of employment with the City, I will be required to submit to an alcohol and controlled substance screening test. Additionally, if hired, I will abide by the City's policy regarding the use of drugs and unlawful possession of controlled substances. I will report any conviction under a criminal drug statute to the Human Resources Department within five (5) days of the conviction.

Applicant Signature

Date