



TRANS-JORDAN CITIES APPLICATION FOR EMPLOYMENT

Please type or print clearly in ink. To ensure full consideration, application must be fully completed. If a question does not apply indicate by "NA". If you require assistance or special accommodations to complete the application process, please let us know at the time of the application.

Job Interest Information

Position applying for:	
Date Available to Start:	Type of employment desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal
Wage / Salary Desired: \$	<input type="checkbox"/> Per Hour <input type="checkbox"/> Per Week <input type="checkbox"/> Per Month <input type="checkbox"/> Per Year

Applicant Information

Legal Last Name	Legal First Name	Middle Name
E-mail address		
Day Telephone	Other Telephone	
Current Mailing Address (street, city, state, zip)		
Other names previously used (i.e. maiden name):		

Do you have a legal right to work in the United States? Yes No

If hired, will you be able to work during the days and hours required for the position for which you are applying? Yes No
If no, please explain:

Do you have a valid Utah Driver's License? Yes No if no, do you have a valid out of state Driver's License? Yes No
Do you have a valid Utah Commercial Driver's License? Yes No if yes, Class: _____
Note: Final Applicants will be required to furnish Driver's License information- ALL positions require a valid Utah Driver's License.

Have you ever been discharged or forced to resign from a position? Yes No If yes, please explain (use separate sheet if necessary):

Have you ever been convicted of violating any law, other than a minor traffic violation*? Yes No
*This includes any alcohol or drug related driving offenses
(Criminal conviction is not an absolute bar to employment but will be considered in relation to specific job requirements). If yes, provide date, location and details for each occurrence(use a separate sheet if necessary):

Do you have any experience from military service that would be relevant to the job you are applying for? Yes No
If yes, please explain: *(If you are claiming Veteran's Employment Rights, you must attach a copy of form DD-214 to this application)*

EMPLOYMENT EXPERIENCE

The following section must be completed even if accompanied by a resume. Start with the most recent employment and give a complete record or all employment and periods of unemployment for at least the past ten (10) years. If additional space is needed, use a separate piece of paper. The information you give will be used to determine your qualifications for employment.

Position Title:	Dates of Employment (month & year) From: To:	Number of hours worked per week:
Employer (company) name and address: _____ _____ _____	Your duties: _____ _____ _____	
Phone: (____) _____ Supervisor's Name and Title: _____ _____	Ending Salary: _____ Reason for leaving: _____	

May we contact your current employer? Yes No If no, please explain:

Position Title:	Dates of Employment (month & year) From: To:	Number of hours worked per week:
Employer (company) name and address: _____ _____ _____	Your duties: _____ _____ _____	
Phone: (____) _____ Supervisor's Name and Title: _____ _____	Ending Salary: _____ Reason for leaving: _____	

Position Title:	Dates of Employment (month & year) From: To:	Number of hours worked per week:
Employer (company) name and address: _____ _____ _____	Your duties: _____ _____ _____	
Phone: (____) _____ Supervisor's Name and Title: _____ _____	Ending Salary: _____ Reason for leaving: _____	

Position Title:	Dates of Employment (month & year) From: To:	Number of hours worked per week:
Employer (company) name and address: _____ _____ _____	Your duties: _____ _____ _____	
Phone: (____) _____ Supervisor's Name and Title: _____ _____	Ending Salary: _____ Reason for leaving: _____	

REFERENCES

Please provide the names and telephone numbers of at least THREE (3) references with whom you have had significant work experience and not related to you:

Name: _____ Title: _____ Phone #: _____
 Name: _____ Title: _____ Phone #: _____
 Name: _____ Title: _____ Phone #: _____

SKILLS AND ABILITIES (answer only if related to the job for which you are applying)

Clerical / Administrative Applications:

Mark your current skills and abilities (subject to verification by examination):

- Keyboard: _____ nwpm 10 Key PC Scalehouse Operator

Mark the job tasks in which you have experience and ability:

- Acting as receptionist and answering phones Windows Word Processor
 Spreadsheets Filing, sorting, or arranging documents Preparing correspondence, preparing reports

Maintenance, Service and Operator Applicants

Mark the equipment and machinery you can proficiently operate (your skills may be tested):

- Scraper Dozer Trash Compactor Grader Roller Compactor
 Backhoe Water Truck Front-end Loader Welder Windrow Turner
 Multi-speed Transmission Automatic Transmission Container / Roll – off Truck / Side dump
 Wood Grinder Compost Screener

EDUCATION

Have you graduated from high school or received an equivalency diploma (GED)? Yes No

Name and location of High School : _____

OTHER EDUCATION

School Name & Location (Include City and State)	Official Major	Dates of Attendance	Did you Graduate	Degrees Received
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

OTHER JOB-RELATED TRAINING / EXPERIENCE

If you have any specialized training or experience for the position applied for and not otherwise listed on this application, please list below:

QUALIFICATIONS

Explain how you meet the minimum EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS and ABILITY requirements listed in the job description. (Attach additional pages if necessary)

PLEASE COMPLETE THE AUTHORIZATION FORMS AND ACKNOWLEDGEMENTS ON THE BACK SIDE OF THIS APPLICATION

It is the policy of Trans-Jordan Cities to develop, implement and maintain employment policies and practices that are based upon individual merit and are without regard to race, color, age, religion, national origin, disability, veteran or citizenship status. In addition, it is the policy of Trans-Jordan to actively promote the realization of equal employment opportunity through voluntary compliance with the concepts and practices of affirmative action.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING BELOW:

- The information in this application is complete and accurate to the best of my knowledge. Any misrepresentation or omission of the facts in this application disqualifies me from further consideration, or, if I am employed, is sufficient for dismissal.
- I authorize investigation of all statements contained in this application and do hereby release any and all persons, companies or agencies to release any and all information concerning my employment and pertinent information they may have and release all parties from liability for damage that may result from furnishing the same.
- I understand that this employment application and any other Trans-Jordan documents are not contracts of employment and that any oral or written statement to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.
- As part of this application, I understand if I am employed I will be required to comply with Trans-Jordan Cities' policies and procedures for employees. I understand that these policies and procedures may be changed, interpreted, withdrawn, or added to by Trans-Jordan at Trans-Jordan's discretion with and without prior notice to me.
- I acknowledge and agree that this application will be considered by Trans-Jordan no more than 90 days from the date it was made.
- I understand that if I am chosen as a final applicant I will be subject to a background check including but not limited to: criminal history, credit information (as applicable to the job), driver's license verification, and education verification.
- All employees are required to pass a pre-hire physical for the specific job they are being hired.
- I understand that if I am employed, I will be required to wear or use all protective clothing or devices required by Trans-Jordan Cities and to comply with all safety policies and procedures.
- Trans-Jordan Cities has implemented a drug screening program designed to prevent hiring individuals who use illegal drugs, or individuals whose misuse of legal drugs or alcohol may pose safety and health risks not only to the employee, but all those who they serve. Trans-Jordan is committed to providing a safe and healthy work place for all of its employees. The unlawful manufacture, distribution, possession, or use of controlled substances and alcohol is prohibited in the workplace. I understand that Trans-Jordan conducts pre-employment, random, reasonable suspicion and "for cause" drug and alcohol testing. I authorize Trans-Jordan to conduct a pre-employment drug screen. Testing positive for the use of illegal drugs or the abuse of legal drugs or alcohol, or refusal to consent to the drug and alcohol test will be sufficient reason to deny employment.

My signature indicates that I have read this document and understand its implications:

Printed Name : _____

Date : _____

Signature of Applicant: _____

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION APPLICANT DATA FORM

Federal and State Law require employers to obtain certain information from each job applicant. This form is used to provide each applicant with an opportunity to voluntarily furnish such information. All information that is provided voluntarily will be used only for record keeping purposes. Further, such information will not be used for any discriminatory purposes.

Application Date: _____ Position Applying For: _____

PLEASE CHECK ONE RESPONSE FOR EACH QUESTION

Gender: Male Female

Veteran Status: Veteran Vietnam Era Veteran

Are you over 40? Yes No

Ethnic Group (check only one):

- HISPANIC OR LATINO**
- WHITE** (Not Hispanic or Latino)
- BLACK OR AFRICAN AMERICAN** (Not Hispanic or Latino)
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER** (Not Hispanic or Latino)
- ASIAN** (Not Hispanic or Latino)
- AMERICAN INDIAN OR ALASKAN NATIVE** (Not Hispanic or Latino)
- TWO OR MORE RACES** (Not Hispanic or Latino)

HOW DID YOU LEARN OF THE POSITION?

- Visit to Trans-Jordan
- Trans-Jordan Website
- Recruitment / Temp Agency (Name) _____
- Community Agency (Name) _____
- Newspaper (Name) _____
- Employee Referral (Name) _____
- Other (Specify) _____