



# 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:  Full-Time  Part-Time  Seasonal

Wage / Salary Desired: \$

Per Hour  Per Week  Per Month  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

If yes, provide date, location and details for each occurrence (use a separate sheet if necessary):

*(Criminal conviction is not an absolute bar to employment but will be considered in relation to specific job requirements)*

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: _____ _____ _____ Phone: (____) _____ Supervisor's Name and Title: _____ _____	Your duties: _____ _____ _____ Ending Salary: _____ Reason for leaving: _____	
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> 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: _____ _____ _____ Phone: (____) _____ Supervisor's Name and Title: _____ _____	Your duties: _____ _____ _____ Ending Salary: _____ Reason for leaving: _____	

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Employer (company) name and address: _____ _____ _____ Phone: (____) _____ Supervisor's Name and Title: _____ _____	Your duties: _____ _____ _____ 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):

Trash Compactor     Front-end Loader     Dozer       Backhoe       Scraper       Grader  
 Roller Compactor     Haul Truck       Water Truck     Container Truck     Roll-off Truck     Side Dump  
 Water Wagon       Multi-speed Transmission       Automatic Transmission       Welder  
 Windrow Turner     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	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) \_\_\_\_\_