

## Utah Valley Dispatch Special Service District

### EMPLOYMENT APPLICATION

3075 North Main, Spanish Fork, Utah 84660

#### APPLICANT INFORMATION

Position being applied for: \_\_\_\_\_

Name: \_\_\_\_\_

Other Names Previously Used \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Telephone Numbers: \_\_\_\_\_

Home

Others

How did you become aware of this position? \_\_\_\_\_

Are you related to anyone employed by this organization? \_\_\_\_\_ If yes, list name: \_\_\_\_\_

Are you willing to accept the advertised pay for this position? \_\_\_\_\_

UVDSSD requires all new employees to submit to a drug test and to an extensive background check. Are you willing to submit to each? \_\_\_\_\_

Are you legally able to work in the United States? \_\_\_\_\_ Proof will be required upon hire.

Type of appointment you are willing to accept. Mark all that apply.

Full Time \_\_\_\_ Part Time \_\_\_\_ Temporary \_\_\_\_ Rotating shifts (including weekends) \_\_\_\_ Nights \_\_\_\_

Note: Some positions require working rotating shifts with weekends and holidays.

#### EDUCATION AND TRAINING

**The information provided will be used to determine if you meet the minimum qualifications of the position applied for.**

Are you a high school graduate or received a high school equivalency (GED)? Yes \_\_\_\_ No \_\_\_\_ If no, what is the highest year completed? \_\_\_\_\_

#### HIGHER EDUCATION:

College or University (Include Address)	Credits Completed		Major/Minor	Graduate?	Degree Type	Date of Degree
	Sem Hrs	Qtr Hrs				

#### PROFESSIONAL LICENSES OR CERTIFICATES, if applicable

Type	Number	Issued By	Expiration Date

**EMPLOYMENT HISTORY**

This section must be completed. The information you provide will be used to determine suitability and eligibility for the position applied for. Begin with your most recent employment and list in reverse. Be brief, but specific. Complete fully or form may not be accepted. Account for any intervals of unemployment. Attach additional sheets if necessary, using the same format. Unless requested on job announcement, RESUMES WILL NOT BE ACCEPTED.

Name of Employer:	
	From (Mo/Yr) ____/____ to ____/____
Address of Employer:	
	Full Time: Years ____ Months ____
Phone Number of Employer:	
	Part Time: Years ____ Months ____
Your Job Title:	
	Starting Pay \$ ____ Ending Pay \$ ____
Supervisors Name and Title:	
	Reason for Leaving:

Duties:

Name of Employer:	
	From (Mo/Yr) ____/____ to ____/____
Address of Employer:	
	Full Time: Years ____ Months ____
Phone Number of Employer:	
	Part Time: Years ____ Months ____
Your Job Title:	
	Starting Pay \$ ____ Ending Pay \$ ____
Supervisors Name and Title:	
	Reason for Leaving:

Duties:

Name of Employer:	
	From (Mo/Yr) ____/____ to ____/____
Address of Employer:	
	Full Time: Years ____ Months ____
Phone Number of Employer:	
	Part Time: Years ____ Months ____
Your Job Title:	
	Starting Pay \$ ____ Ending Pay \$ ____
Supervisors Name and Title:	
	Reason for Leaving:

Duties:

Are you willing to have your current employer contacted regarding your employment record?

**REFERENCES:**

List three people who are not related to you, and who were not previous employers or supervisors,

Full Name	Address	Telephone	Years Known

**READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS STATEMENT:** I affirm that this application contains no misrepresentation or falsification and that the information is true and complete to the best of my knowledge and belief. I am aware that should investigation disclose any such misrepresentation or falsification, my application will be rejected, or if found once employed, I may be terminated from employment. **I further authorize any of my employers (subject to the answer to the question regarding current employer), or references to give Utah Valley Dispatch Special Service District information related to my ability to perform the duties for the position for which I am applying.** I authorize UVDSSD or its agents to make investigations and inquiries of my personal, employment, or financial and other related matters as may be necessary in arriving at an employment decision concerning my application for employment. I release UVDSSD of any liability for the use of this information in considering and reviewing my application for employment. I also release any current or previous employer from any liability for the use of any or all information given to UVDSSD or its agent in considering my request for employment. I understand that I am required to abide by all rules and regulations of Utah Valley Dispatch Special Service District.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN APPLICATION BY MAIL TO:**

Utah Valley Dispatch Special Service District  
3075 North Main  
Spanish Fork, UT 84660

**OR FAX TO:**

801-851-4119

**UTAH VALLEY DISPATCH SPECIAL SERVICE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Utah Valley Dispatch Special Service District to provide and promote equal opportunity employment, compensation and other terms and conditions of employment without discrimination because of race, color, sex, religion, national origin, age or disability. UVDSSD provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.