



Jordan Valley Water Conservancy District

8215 South 1300 West, P.O. Box 70, West Jordan, Utah 84088-0070
Phone: (801) 565-4300, Fax: (801) 565-4399

Employment Application

I:\HRForms

03/2002

INSTRUCTIONS: Please print or type. The application must be filled out accurately and completely. Answer all questions. Applications containing unrequested information will not be considered. Do not leave an item blank. If an item does not apply, write N/A (not applicable). If you need additional space to answer a question fully, you may attach full sheets of paper that are the same size as this page. On each additional page, be sure to include your name and the position title. You may also attach copies of documents or certificates which support your application. All statements made on the application are subject to verification. Incomplete applications or applications with omissions or exaggerated, false or misleading statements may result in rejection of the application or dismissal from employment.

Position For Which You Are Applying	Date of Application	
How did you learn about us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Employment Agency
<input type="checkbox"/> Workforce Services	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name	
Address	City	State	Zip
Telephone Number(s) Home:	Work:	Other:	

ADDITIONAL INFORMATION

Can you provide documentation of your age if it is less than 18?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever filed an application with us before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If yes, give date _____		
Have you ever been employed with us before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If yes, give date _____		
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
May we contact your present employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Can you provide documentation of your eligibility to work in this country? <i>Proof of citizenship or immigration status will be required upon employment.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
On what date would you be available to work?			
Are you available to work:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Shift work
Do you have any commitments or agreements with another employer that might affect your employment with Jordan Valley Water Conservancy District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please explain _____			
Can you travel if a job requires it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you been convicted of a felony within the last 7 years? <i>Conviction will not necessarily disqualify an applicant from employment.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please explain _____			

EMPLOYMENT EXPERIENCE - List your most recent job first. If you need additional space, please continue on a separate sheet of paper. **Please complete this section even if résumé is attached.**

1. Employer <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		<u>Dates Employed</u> From _____ To _____		Work Performed	
Address					
Telephone Number(s)		<u>Hourly Rate/Salary</u> From _____ To _____			
Job Title		Supervisor			
Reason for Leaving					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				If No, please explain:	
2. Employer <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		<u>Dates Employed</u> From _____ To _____		Work Performed	
Address					
Telephone Number(s)		<u>Hourly Rate/Salary</u> From _____ To _____			
Job Title		Supervisor			
Reason for Leaving					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				If No, please explain:	
3. Employer <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		<u>Dates Employed</u> From _____ To _____		Work Performed	
Address					
Telephone Number(s)		<u>Hourly Rate/Salary</u> From _____ To _____			
Job Title		Supervisor			
Reason for Leaving					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				If No, please explain:	
4. Employer <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		<u>Dates Employed</u> From _____ To _____		Work Performed	
Address					
Telephone Number(s)		<u>Hourly Rate/Salary</u> From _____ To _____			
Job Title		Supervisor			
Reason for Leaving					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				If No, please explain:	

Have you ever been dismissed or asked to resign from any position?

Yes

No

List any professional, trade, business licenses or certificates, or civic office held.

Exclude listing any item which would reveal gender, race, religion, national origin, age, disability or other protected status.

Education

High School and College/University	Educational Field	Degree	Hours Left to Earn Degree	No. of Years Attended	Overall GPA (A = 4.0)
High School					
City & State					
College	Major				
City & State	Minor				
College	Major				
City & State	Minor				

If the position you are applying for requires a degree, please attach a copy of your transcripts.

Computer Skills

Please circle skill level for those that apply (1 = low, 5 = high)

IBM or compatible	<input type="checkbox"/> Yes <input type="checkbox"/> No	Paradox	1 2 3 4 5
Macintosh	<input type="checkbox"/> Yes <input type="checkbox"/> No	Access	1 2 3 4 5
Windows	1 2 3 4 5	Auto CAD	1 2 3 4 5
WordPerfect	1 2 3 4 5	Please list other computer skills and proficiency:	
Word	1 2 3 4 5		1 2 3 4 5
Quattro Pro	1 2 3 4 5		1 2 3 4 5
Excel	1 2 3 4 5		1 2 3 4 5
Lotus 1-2-3	1 2 3 4 5		1 2 3 4 5

Specialized Skills

<i>Check skills/equipment operated</i>	<i>List any heavy equipment operated</i>	<i>List any other skills or equipment operated</i>
<input type="checkbox"/> Fax		
<input type="checkbox"/> Copier		
<input type="checkbox"/> Multi-line telephone system		
<input type="checkbox"/> Dictation transcriber		
<input type="checkbox"/> Surveying		
<input type="checkbox"/> Welding		

List persons, except supervisors, who can provide information about your work.				Years known
Name	His/Her Position	Relationship to You	Area Code - Phone Number	
Organization		City	State	
Name	His/Her Position	Relationship to You	Area Code - Phone Number	
Organization		City	State	
Name	His/Her Position	Relationship to You	Area Code - Phone Number	
Organization		City	State	

Applicant's Statement - Please read the following carefully

I certify that the information given herein is true and complete to the best of my knowledge. I authorize Jordan Valley Water Conservancy District (District) to contact my former employers, schools, etc. to obtain information regarding me. I hereby release the District from any liability and hold it harmless from any claim for releasing any truthful information within their knowledge and/or records.

I authorize the District to release to any person, firm, entity or organization with whom I may seek employment in the future, any truthful information concerning my work experience with the District, and I hereby release and hold the District harmless from any claim for releasing any such information.

I understand that employment with the District is contingent upon satisfactory completion of a post-offer medical examination and chemical screening. I understand that the District is a drug-free workplace. If offered a position, I give my voluntary consent to a medical examination and drug test. I understand that any job offer that may be extended to me will be contingent upon successful completion of the medical examination and drug test.

I understand that current District policy precludes the hiring of a "relative" of a current District Trustee, officer, or employee. "Relative" is defined as: mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepchild, stepfather, stepmother, niece, nephew, or first cousin.

During the course of my employment, I authorize the District to conduct investigations concerning perceived violations of any District policies, including but not limited to harassment and workplace violence.

I understand that falsification or omission in any detail may result in disqualification from further consideration of, or dismissal from, employment at the time or after the District discovers the omission or falsification.

I understand that this application is current only for 30 days, and thereafter I must complete and submit a new application to be considered for employment.

I have had the opportunity to have my questions about this statement's content and intent answered, and I understand its terms.

Applicant's Signature

Date

Jordan Valley Water Conservancy District is an Equal Opportunity Employer

The District will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, or veteran status, and will ensure that applicants are employed, and employees are treated during employment, without regard to these characteristics.