

SUNSET CITY CORPORATION

200 West 1300 North

Sunset, Utah 84015

801-825-1628

Personal
Information

Name _____ Date _____
Last First Middle
Address _____
Street City State Zip
Phone _____ Social Security Number _____

Work
Experience

Position applying for _____ Salary you expect _____

Describe your prior experience for this position _____

Describe any formal training for this position _____

List any licenses, security or bonding clearance or certificates you may have: _____

Reference source: Friend Relative Employment Agency Newspaper
 Other (specify) _____

Availability
For Work

Date available for work _____ Full time Part Time Temporary

Shifts you will work Day Afternoon Graveyard Rotating Weekends Holidays

Will you work overtime on occasion if necessary? Yes No

Will you work extra days in the week if necessary? Yes No

Do you have any continuing military obligations such as National Guard or
Reserve which might affect your work schedule? Yes No

Do you plan to work elsewhere or attend school while working here?
 Yes No

Present
Employment

Use additional sheets for any explanations you may wish to give about answers given below

Are you presently employed? Yes No

How much advance notice do you wish to give to your present employer? _____

Do you authorize us to contact your present employer as a reference? Yes No

Employment
And U.S.
Military
Service
Record

COMPLETE THIS SECTION even if you have attached a resume. Give a complete account of your full-time employment. BEGIN ON THE FIRST LINE WITH YOUR PRESENT OR MOST RECENT POSITION AND WORK BACKWARDS.

1. Employer _____ Supervisor's Name _____
Address _____ Phone _____
Main duties _____
Employed from _____ to _____ Starting wage _____ Ending wage _____
Why did you leave? _____

2. Employer _____ Supervisor's Name _____
Address _____ Phone _____
Main duties _____
Employed from _____ to _____ Starting wage _____ Ending wage _____
Why did you leave? _____

3. Employer _____ Supervisor's Name _____
Address _____ Phone _____
Main duties _____
Employed from _____ to _____ Starting wage _____ Ending wage _____
Why did you leave? _____

4. Employer _____ Supervisor's Name _____
Address _____ Phone _____
Main duties _____
Employed from _____ to _____ Starting wage _____ Ending wage _____
Why did you leave? _____

Education & Training (If this information is included on an attached resume, please disregard this section)

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 Average grade _____ Date left _____

High School Name of last High School _____ Location _____
Special courses (typing, technical, etc.) _____

College or University Name _____ Location _____
Year's attended _____ Degree _____ Date left _____
Major subject _____ G.P.A. _____

Other (Graduate, Trade School, Correspondence School, etc.) Name _____ Location _____
Length of Course _____ Was course completed? _____
Date _____ Subject _____ Scholarship Average _____

Prior Events Have you ever worked for this City before? Yes No
Do you authorize us to contact our previous employers for references? Yes No
Have you earned any pension or retirement credits other than Social Security in any prior employment? Yes No
Have you ever been discharged for cause? Yes No

Other Personal data Do you have any friends or relatives working for the City? _____ If so, name them: _____
Hobbies / Interests: _____

Personal Health Are you willing to take a physical examination at City expense? Yes No
Have you missed more than a day or two of work or school due to illness or injury within the last 5 years? Yes No

Have you been hospitalized within the last 5 years for any reason? Yes No

Security & Citizenship Can you, after an offer of employment, submit a birth certificate or other proof of U.S. citizenship? Yes No

If not, are you legally permitted to working in the U.S.? Yes No

If you are a citizen of the United States and are hired to work, you will be required within 3 working days to furnish documentation that you are a legal resident and are legally entitled To work in the U.S

Have you ever been indicted or convicted of a law violation other than a minor traffic violation? (A criminal record does not automatically bar employment.) Yes No

Certificate Of Applicant (READ CAREFULLY BEFORE SIGNING)
All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentation may be cause for rejection or, if employed, may be just cause for subsequent dismissal. I hereby authorize any former employer, person, firm or corporation listed hereon, including this City, to answer any and all questions and agrees to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a Preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time upon notice by either myself or the City. I agree to comply with all reasonable rules of the City as a condition of continued employment. In the event the City advances me money or other things of value, or I otherwise become financially indebted to the City, I agree to repay the City and also that any wages due me upon termination may be offset by payroll deduction against any such monies due the City.

Signature of applicant _____ Date _____

Qualified application receives equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, religion, age, or sex, etc., as prohibited by law or regulation. "AN EQUAL OPPORTUNITY EMPLOYER"