

Employment Application

1. Personal Information

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____ Phone # _____

2. Work Preference

Kind of work desired: _____ Salary or pay expected: _____

Describe your prior experience in the kind of work that you want:

Describe any formal schooling or training you have for this work:

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

Office skills (typing, machine operation, computer programs):

Referral Source:

If you selected "Employment Agency", please state the name of the agency or individual below

3. Availability for Work

Date available to start: _____ Looking for:

Shift or times that you will work:

Do you want to work elsewhere or attend school while working here?

Do you have any continuing military obligations, such as the Guard or Reserves, which may affect your work schedule?

4. Present Employment

Are you presently employed?

Do you authorize us to contact your present employer as a reference?

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

5. Personal Health

If offered a position with Cottonwood Heights Parks and Recreation Service Area (CHPRSA), your employment may be conditioned upon the results of a criminal background investigation, medical examination, drug tests and/or job related physical ability tests.

6. Prior Events

Have you earned any pension or retirement credits, other than Social Security, in any prior employment?

Have you ever worked for this agency before?

Do you have any relatives working for CHPRSA? If so, please list their names below:

7. Prior Events Cont.

Do you authorize us to contact your previous employer(s) for references?

Have you ever been terminated by a previous employer(s)?

Have you ever been convicted of a felony?

What are your hobbies and interests?

7. Education and Training

High School

Name of last High School attended:

Address of last High School attended:

Please select the highest year completed:

Did you graduate?

What was your Grade Point Average?

College or University

Name of last College or University attended:

Address of last College or University attended:

What was your Major in?

What was your Grade Point Average?

What Degree did you receive?

7. Education and Training Cont.

Other Schools (Trade, Correspondence, etc.)

Name of school attended:

Address of school attended:

What was your Major in?

Did you graduate?

What Degree did you receive?

8. Employment History

Present Employer: _____ Supervisor: _____

Address: _____ Phone # _____

Dates of Employment From: _____ To: _____

Main Duties:

Wages or Salary · Starting: _____ Ending: _____

Reason for leaving:

8. Employment History Cont.

Employer: _____ Supervisor: _____

Address: _____ Phone # _____

Dates of Employment From: _____ To: _____

Main Duties:

Wages or Salary · Starting: _____ Ending: _____

Reason for leaving:

Employer: _____ Supervisor: _____

Address: _____ Phone # _____

Dates of Employment From: _____ To: _____

Main Duties:

Wages or Salary · Starting: _____ Ending: _____

Reason for leaving:

9. Personal References

Name	Address	Phone #
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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Certificate of Application

All information on this form is true and correct to the best of my knowledge, I understand that any omission or misrepresentation of information may cause my application to be reflected, or if I am hired, may cause my employment to be terminated. I authorize any employer accepting this application and any person, organization, former employer or other entity listed in this application to ask or answer any and all questions about me and I agree not to sue and to hold harmless any person or entity that provides information or expresses an opinion about me or my performance. I understand that this document is an application for employment and not an offer to employ me. I understand that if I am employed, my employer may terminate me at any time without reason or explanation. If hired, I agree to protect the confidentiality of any confidential information I obtain as a consequence of my employment. If hired, I agree that the value of any advance payment, property issued to me, or other debt I owe my employer shall be due upon termination of my employment and may be deducted from wages or other payments owed to me at the time of my termination of employment.

Signature of Applicant

Printed Name of Applicant

Date

Cottonwood Heights Parks and Recreation Service Area is an Equal Opportunity Employer

(801) 943-3190
7500 South 2700 East
Cottonwood Heights, Utah 84121
Www.cottonwoodheights.com

