



APPLICATION INSTRUCTIONS

1. Tooele City will only accept applications for open positions or for those positions listed as open recruitment.
2. Carefully review the job vacancy announcement. Pay close attention to whether we are accepting applications from external individuals or if we are only accepting applications from current Tooele City employees. Also pay close attention to the closing date. Applications must be received by the closing date.
3. Obtain an application. Applications can be obtained from our website at www.tooelecitey.org (PDF Format). This option will allow you to print a blank application or to fill out an application electronically and print it when completed. Applications are also available at Tooele City Hall, 90 N. Main, Tooele, UT 84074.
4. Specify what position you are applying for. Do not use generic designations such as "any" or "whatever is available." If you would like to be considered for more than one position, complete an application for each position.
5. Review the job vacancy announcement and pay careful attention to the skills, qualifications, and abilities we are seeking. Be sure that your application reflects your prior experience as it relates to these qualifications.
6. Do not leave any area blank. All areas of the application must be completed even if your resume is attached. Do not write, "see resume" on your application.
7. Be sure to answer the criminal history information honestly. Criminal records do not necessarily disqualify you from employment. We look at the relevancy of the crime to the position you've applied for, the date it occurred, and the nature of the crime. Tooele City conducts background checks on all employees, including a criminal history check. Falsifying your application is grounds for rejection and termination of employment if hired.
8. Carefully read the closing signature block and be sure to sign your application.
9. Complete the Equal Employment Opportunity Instructions and Questionnaire. Do not put your name or any other identifiable information on this page. It is removed from your application and used only for statistical purposes.
10. Attach a cover letter and resume, if desired.
11. Remove this sheet, "Application Instructions," from your application. This is for your information only.
12. Return your application to Tooele City Human Resource, 90 N. Main, Tooele, UT 84074 or fax it to 435-843-2106. If you would like to contact our offices to ensure that we received your application, call 435-843-2105. Be sure to give your name, position you applied for, and a phone number where we can contact you.



Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Director of Human Resources or Mayor.

TOOELE CITY HALL • 90 NORTH MAIN • TOOELE, UT 84074 • PHONE 435-843-2105 • FAX 435-843-2106

EMPLOYMENT APPLICATION

PLEASE PRINT OR TYPE (This form is available in electronic format at www.tooelecivilty.org)

Position Applied For (One position per application). Application marked "Any" or similar verbiage will not be considered.		How did you hear about our job opening?		Date of Application	
Tooele City generally hires at the entry level. Salary ranges are advertised when consideration may be given to hire above the entry step. Please note, you may not be contacted for an interview if your salary requirements exceed our advertised amounts.					
Required Minimum Salary: \$ /hour.					
Name (Last, First, Middle)					
Address (Street)		City		State	Zip
Telephone Number		Mobile /Pager/Other Phone Number			
May we Contact You At Work? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unemployed		Work Phone Number			
E-Mail Address					
Have you ever worked for Tooele City before? <input type="checkbox"/> Yes <input type="checkbox"/> No From _____ To _____		Are you claiming Veteran's Employment Rights? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, you must attach a copy of form DD-214 to this application.			
Are you willing to work a schedule that includes weekends and/or holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Criminal Information (<i>Criminal convictions will not necessarily disqualify an individual from employment.</i>) Have you been convicted of any crime, other than minor traffic offenses, in the last 10 years? Note: Alcohol related offenses are not considered minor traffic offenses and must be disclosed. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give dates, charges, and penalty for each offense: Have you been convicted of any felony crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give dates, charges, and penalty for each offense: Are you currently on parole, probation, diversion or deferred adjudication for any criminal offense in the past 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state offense, date, city, state: Have you engaged in the illegal possession, use, sale, transfer, or distribution of narcotics or illicit drugs during the past 5 years, including receiving a positive drug test or positive workplace related alcohol test? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Future Offenses If in the future you are convicted of any criminal offense outlined above, will you report it immediately to Tooele City and if requested to do so, surrender employment-related identification within 24 hours? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Some positions with Tooele City have minimum age requirements. Please check the box that applies to you: <input type="checkbox"/> Under 15 years old <input type="checkbox"/> 15 years old <input type="checkbox"/> 16 – 17 years old <input type="checkbox"/> 18 – 20 years old <input type="checkbox"/> 21 year old or older					
Do you have any relatives, working for Tooele City including any blood, step, in-laws, relatives by marriage, or foster children? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have any cohabitants, roommates, person claimed as a dependent for income tax purposes for the most recent two tax years, or person living in the same residence as you for a cumulative period of six months or longer over a two year look back period, working for Tooele City? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes to either question, give name and relationship:					

EMPLOYMENT HISTORY

THIS SECTION MUST BE COMPLETED EVEN IF RESUME IS ATTACHED!

Provide the following information for ALL of your past and current employers, military service, or volunteer activities starting with the most recent. Include all temporary work and account for breaks in service. If necessary, make duplicate copies of this sheet or add a supplemental sheet.

Employer		Date From: _____ To: _____	
Your Name While Employed		Job Title	
Address (Street)	City	State	Zip
Telephone Number	Supervisor's Name		
Starting Salary \$ _____ <input type="checkbox"/> Year / <input type="checkbox"/> Hour	Ending Salary \$ _____ <input type="checkbox"/> Year / <input type="checkbox"/> Hour		
Responsibilities And Duties: 			
Reason For Leaving: <input type="checkbox"/> Layoff <input type="checkbox"/> Discharged (Military) <input type="checkbox"/> Quit <input type="checkbox"/> Fired (Explain) _____ <input type="checkbox"/> Other (Explain) _____			

Employer		Date From: _____ To: _____	
Your Name While Employed		Job Title	
Address (Street)	City	State	Zip
Telephone Number	Supervisor's Name		
Starting Salary \$ _____ <input type="checkbox"/> Year / <input type="checkbox"/> Hour	Ending Salary \$ _____ <input type="checkbox"/> Year / <input type="checkbox"/> Hour		
Responsibilities And Duties: 			
Reason For Leaving: <input type="checkbox"/> Layoff <input type="checkbox"/> Discharged (Military) <input type="checkbox"/> Quit <input type="checkbox"/> Fired (Explain) _____ <input type="checkbox"/> Other (Explain) _____			

Employer		Date From: _____ To: _____	
Your Name While Employed		Job Title	
Address (Street)	City	State	Zip
Telephone Number	Supervisor's Name		
Starting Salary \$ _____ <input type="checkbox"/> Year / <input type="checkbox"/> Hour	Ending Salary \$ _____ <input type="checkbox"/> Year / <input type="checkbox"/> Hour		
Responsibilities And Duties: 			
Reason For Leaving: <input type="checkbox"/> Layoff <input type="checkbox"/> Discharged (Military) <input type="checkbox"/> Quit <input type="checkbox"/> Fired (Explain) _____ <input type="checkbox"/> Other (Explain) _____			

Attach additional sheet if necessary. Provide all volunteer, military, and employment history. Account for gaps.

EDUCATION

THIS SECTION MUST BE COMPLETED EVEN IF RESUME IS ATTACHED!

CHECK THE HIGHEST GRADE YOU HAVE COMPLETED IN YOUR FORMAL SCHOOLING

☐0 ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12 ☐13 ☐14 ☐15 ☐16 ☐17 ☐18 ☐19 ☐20
None Elementary High School College Masters/Doctorate

If you did not graduate from high school do you have a GED or equivalency? ☐Yes ☐No

College, Business or Trade Schools
Name, City and State

Major or Vocational
Subjects

Year
Received

Degree
Awarded

1.			
2.			
3.			

ADDITIONAL SKILLS AND QUALIFICATIONS

Use this area to list any additional information you think would help us evaluate your application. Include special skills, training, licenses, and or certificates you possess that will aid you in performing the essential job-related functions of the position for which you are applying (I.e. typing certificate, fork lift certification, CDL.)

DRIVER'S LICENSE

If you are applying for a position that requires driving, do you currently have a valid driver's license? ☐Yes ☐No ☐Not Applicable

REFERENCES (Professional references preferred. Do not list family members.)

Name	Association	Daytime Telephone Number	# Years Known
1.			
2.			
3.			

APPLICANT'S STATEMENT & AGREEMENT

I understand that any offer of employment may be contingent upon my passing tests for the presence of drugs and alcohol in my system. I understand that at any time after I am hired, Tooele City may require me to submit to a drug/alcohol screen if I am employed in a safety sensitive position or a job requiring testing pursuant to the Department of Transportation guidelines. To the extent permitted by law, I consent to the disclosure of the results of drug/alcohol screens to Tooele City.

I authorize Tooele City to conduct a background check on me. The background check will evaluate my suitability for the position to which I have applied and may include, but is not limited to: investigating my criminal record which will require that I be fingerprinted (if age 18 or over) and provide Tooele City with a copy of my criminal background report for each State I have lived in for the past 10 years (additional years may be evaluated based on the position), verifying and investigating the information contained in this application, to make such further investigation as it deems proper (whereby information is obtained through personal interviews with my neighbors, friends, personal references, and others with whom I am acquainted), and to obtain an investigative consumer report (credit report for jobs dealing with financial matters). I understand that if I ask Tooele City, in writing, whether such a report has been obtained, and it has been, Tooele City will provide me with the name, address, & telephone number of the consumer-reporting agency making the report. I understand that I may request and promptly receive a copy of the report obtained from a consumer-reporting agency.

I further understand that Tooele City may contact my previous employers and I authorize those employers to disclose to Tooele City all records and information pertinent to my employment with them. In addition, I authorize the persons named herein as references to provide Tooele City with any pertinent information they may have about me. I hereby fully waive any rights or claims I have or may have against my former employers, their employees and representatives, as well as other persons or firms who release or disclose information to Tooele City, and release them from any and all liability, claims or damages that may directly or indirectly result from the use or disclosure of any such information.

I understand that Tooele City will make reasonable accommodations for employees with disabilities and that I should notify them of my needs. I understand that Tooele City is an Equal Opportunity Employer and does not discriminate in regards to disabilities, race, religion, sex, age, national origin, or color.

I understand that, and agree that, Tooele City reserves the right to develop, enforce, or modify city personnel guidelines/policies as necessary and that such changes will replace any previous applicable processes and/or procedural applications.

I certify that all the information provided by me in this application, in any other documents supplied by me in connection with my employment, and in any interview is true and correct. I have not withheld anything that would, if disclosed, affect the application unfavorably. I understand that furnishing information which is found to be false in any respect or omitting unfavorable information, is grounds for the rejection of this application or for my discharge at any time during my employment.

I have read the above Applicant's Statement & Agreement and understand it.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT'S STATEMENT & AGREEMENT

Signature of Applicant _____ (Required) Date _____



EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The information below is needed to measure the effectiveness of our recruitment efforts and is to help us conform with federal government guidelines, which require us to compile statistical information about applicants for employment. You are not required to furnish this information, but are encouraged to do so. This information will not influence selection and will not be used as a basis for selection; it is merely for statistical purposes.

This information sheet will be detached from the application prior to being processed for consideration and will be kept in a confidential file separate from the Employment Application.

Position Applied for: _____ Date: _____

Please mark appropriately: _____ Male _____ Female

ETHNIC CATEGORY (Please check one):

- ☐ WHITE (Not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- ☐ BLACK (Not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- ☐ HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ☐ ASIAN OR PACIFIC ISLANDER: All persons having origins in any of the original people of the far East, Southeast Asia, Indian Sub continent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- ☐ AMERICAN INDIAN OR ALASKAN NATIVE: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliations or community recognition.

Please check if the following categories are applicable:

DISABLED INDIVIDUAL:

- ☐ Any person who has 1) physical or mental impairment that substantially limits one or more of his or her major life activities; 2) has a record of such impairment, or 3) is regarded as having such an impairment.

VETERAN'S ELIGIBILITY:

Pursuant to Utah State Code, Tooele City grants Veteran's preference upon initial hire. NOTE: Designating your Veteran's status here will not provide you with hiring preference. Please see application to claim Veteran's Preference.

- ☐ A) Any individual who has served on active duty in the armed forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions.
- ☐ B) A disabled veteran with any percentage of disability.
- ☐ C) The spouse or unmarried widow or widower of a veteran.
- ☐ D) A Purple Heart recipient.
- ☐ E) A retired member of the armed forces who retired below the rank of major or its equivalent.