

## City of Draper

12441 South 900 East, Draper, UT 84020  
(801)576-6500, fax (801)553-2526

### EMPLOYMENT APPLICATION

Use Typewriter or Print Clearly in Ink

1. List the kind of position desired: a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_

2. Name \_\_\_\_\_ 3. Birthday (optional): \_\_\_\_\_

4. Address: \_\_\_\_\_  
Street City State Zip Code

5. Phone No.: Home \_\_\_\_\_ Business \_\_\_\_\_ 6. Social Sec.# : \_\_\_/\_\_\_/\_\_\_

7. Please list necessary or relevant professional or trade license or registrations (driver's license, journeyman card, etc.) which are pertinent to the job for which you are applying.

Kind of License	No. of License	State
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8. What is the lowest entrance salary you will accept in any position? \$ \_\_\_\_\_ /Month.

9. Are you aware of any reason why you cannot perform the essential functions or meet the attendance requirements of the job for which you are applying, with or without a reasonable accommodation?

Yes  No (If yes, please explain on a separate sheet.)

10. Computer / Typing Speed (rate) \_\_\_\_\_

11. Have you ever been discharged or forced to resign from a position?  Yes  No (If yes, please explain fully on a separate sheet.)

12. Have you ever been convicted of violating any Civil or Criminal Law other than traffic offenses?  
 Yes  No (If yes, explain fully on a separate sheet.) A police check will be processed on all applicants.

13. List friends/relatives employed by the City of Draper: \_\_\_\_\_

14. High School Graduate, GED, or equivalent?  Yes  No  
 (If no, circle highest year completed) 1 2 3 4 5 6 7 8 9 10 11 12

College, Business or Trade Schools Attended Name and location (city) of School	Major, Minor	Credits Earned	Degree B.S., B.A., M.A., etc.
		Qtr. Sem. Hrs.	Yes No Type
		Qtr. Sem. Hrs.	Yes No Type

## EXPERIENCE

15. Beginning with present or most recent experience, account for all employment during THE LAST 10 YEARS. If you wish to elaborate on your experience, a supplemental sheet or resume may be attached. Include military service, if applicable; also include non-paid (volunteer type) employment.

Firm Name _____ Address _____ Duties _____ Job Title _____ Supervisor _____ Reason for Leaving _____	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Volunteer <input type="checkbox"/>	Length of Job: Years from _____ to _____ Months from _____ to _____ Hrs. worked/week _____ Last Monthly Salary\$ _____
Firm Name _____ Address _____ Duties _____ Job Title _____ Supervisor _____ Reason for Leaving _____	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Volunteer <input type="checkbox"/>	Length of Job: Years from _____ to _____ Months from _____ to _____ Hrs. worked/week _____ Last Monthly Salary\$ _____
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16. CERTIFICATE OF APPLICANT. (Carefully read before signing.) I authorize the investigation of all prior employment records; and I authorize investigation of all statements in this application and/or statements made in the interviewing process. I understand that misrepresentation or omission of facts in this application is cause for disqualification and/or separation from employment.

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

The City of Draper does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. If you are planning to attend this interview, testing, etc., and, due to a disability, need assistance in understanding or participating in the process, please notify the City eight or more hours in advance of the meeting (interview) and we will try to provide whatever assistance may be required. The number to call for assistance is (801) 576-6500.

RETURN THIS APPLICATION TO:  
 City of Draper, Personnel Department  
 12441 South 900 East  
 Draper, UT 84020  
 (801) 576-6500

EQUAL OPPORTUNITY EMPLOYER