



City of Provo APPLICATION FOR EMPLOYMENT

Human Resources Department
351 West Center • Provo • Utah • 84601
(801) 852-6180 • Fax (801) 852-6190 • www.provo.org/hr

INSTRUCTIONS: Review the job announcement to determine if you meet the minimum requirements for the position sought. You may attach a resume but you must still complete the application in full. Incomplete applications may be screened out of the recruitment process. Include a copy of your transcripts/diplomas/certificates to receive credit for any college or vocational school. Typing scores will be accepted from any service or software that provides a printed result. All typing scores will be subject to verification. If you wish to be considered for veteran's preference as a veteran, a disabled veteran, or the unmarried widow or widower of a veteran, please submit a DD-214 form.
****Application only valid for current vacancies in position(s) listed below.****

PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	OT DESA00U0UJ	
CURRENT ADDRESS	CITY/STATE	ZIP CODE	HOME PHONE	WORK/OTHER PHONE

WORK AVAILABILITY

Official Title of Position For Which You Are Applying:	Date Available To Begin:
Type of Employment Desired (mark all that apply): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Shift work <input type="checkbox"/> On-call <input type="checkbox"/> Seasonal	

EDUCATION

Graduated from High School or completed the GED equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No High School:			Location:	
NAME & LOCATION OF COLLEGE OR UNIVERSITY	DEGREE	MAJOR/MINOR	DEGREE RECEIVED?	HIGHEST LEVEL COMPLETED
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

JOB SKILLS/CERTIFICATIONS

List specific computer programs used:
Complete all that apply: Type speed _____ wpm, 10-key _____ spm, P.O.S.T. cert. level _____, EMT <input type="checkbox"/>

PERSONAL REFERENCES (other than relatives and past employers)

Full Name	Present Business or Home Address (Street, City, State, Zip)	Business/Occupation	Telephone Number(s)

- Are you a current or previous employee of Provo City? If yes, department and year: _____
- Do you have relatives currently working for Provo City? Yes No If yes, name, relationship, and department: _____
- Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No (Proof of citizenship or immigration status will be required upon employment.)
- If the position you are applying for requires driving a vehicle (see job announcement), do you have a valid driver's license? Yes No
Is it a commercial driver's license? Yes No Endorsement _____
- Have you ever been convicted of an offense other than a minor traffic violation or entered into a Plea in Abeyance? Yes No If yes, please state the offense, date, location, and disposition of the case. (Convictions are evaluated for each position and are not necessarily disqualifying.)
- To your knowledge, can you successfully perform the essential functions of the job you are applying for with or without reasonable accommodation? Yes No

QUESTION 5: Criminal background checks are conducted on all City positions. Non-disclosure will result in dismissal.

An Equal Opportunity • Affirmative Action Employer

APPLICANT: The following information is strictly voluntary. The form below will be detached and kept separate and confidential from the application. Information provided on this form will not be considered in any employment decision but is for statistical purposes only.

GENDER: Male Female

RACE/ETHNIC IDENTIFICATION (check only one):

- White (not of Hispanic origin):** Persons having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin):** Persons having origins in any of the black racial groups of Africa.
- Hispanic:** Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins regardless of race.
- Asian or Pacific Islander:** Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

HOW DID YOU LEARN ABOUT THIS POSITION?

- Workforce Services City Employee Job Hotline School Career Fair
- Professional Journal Job Board Newspaper Internet/Website Other _____

Position applied for _____ Date _____

EMPLOYMENT HISTORY (Starting with your most recent employment, give a complete record of your employment history and reasons for periods of unemployment. If additional space is needed, please ask for an "Employment Record Supplement" or attach your own sheet using the same format.)

EMPLOYER		FROM _____ TO _____		<u>WORK PERFORMED</u>
ADDRESS		MO/YR MO/YR		
TELEPHONE NUMBER(S)		STARTING SALARY:	ENDING SALARY:	
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING OR WANTING TO LEAVE CURRENT POSITION		HOURS WORKED PER WEEK _____		
EMPLOYER		FROM _____ TO _____		<u>WORK PERFORMED</u>
ADDRESS		MO/YR MO/YR		
TELEPHONE NUMBER(S)		STARTING SALARY:	ENDING SALARY:	
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING		HOURS WORKED PER WEEK _____		
EMPLOYER		FROM _____ TO _____		<u>WORK PERFORMED</u>
ADDRESS		MO/YR MO/YR		
TELEPHONE NUMBER(S)		STARTING SALARY:	ENDING SALARY:	
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING		HOURS WORKED PER WEEK _____		
EMPLOYER		FROM _____ TO _____		<u>WORK PERFORMED</u>
ADDRESS		MO/YR MO/YR		
TELEPHONE NUMBER(S)		STARTING SALARY:	ENDING SALARY:	
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING		HOURS WORKED PER WEEK _____		

May we contact your current employer? Yes No **If no, why?** _____ (If your current or previous employers are not contacted before an offer of employment is made, any offer of employment will be subject to Provo City contacting such employers and may be withdrawn based on the information received from such employers.)

Describe any specialized training, apprenticeship, skills, honors, extracurricular activities, or additional information that may be related to the position.

• NEPOTISM AGREEMENT •

I understand I will not be eligible for appointment, promotion, or transfer to a City department where a member of my immediate family is employed. (Immediate family is defined as spouse, parent, sibling, child, grandchild, grandparent, sister-in-law, brother-in-law, father-in-law, mother-in-law, son-in-law, or daughter-in-law.) Seasonal work is excepted, provided no relative serves in the capacity of director or assistant director of the employing department and provided the employee will not be supervised or appointed by a member of the immediate family. Members of the immediate family of City elected officials and the Chief Administrative Officer are not eligible for employment with the City. Applicants participating in the testing process for Police Officer or Firefighter will be inactive on the resulting eligibility list until the time when no relative is employed by Provo City in the respective department.

• APPLICANT'S STATEMENT •

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand and agree that I am required to abide by Provo City ordinances, policies, rules, and regulations.

I do hereby authorize any and all persons, companies, or agencies to release any and all background information, of a confidential or privileged nature, relevant to this application and any pertinent information they may have to the hiring authorities of Provo City Corporation. I release all such parties from all liability of every kind as the result of furnishing the same to Provo City Corporation. This information is to be used to assist the City in determining my qualifications and fitness for the position I am seeking. I hereby release Provo City and its officers, agents, and employees from any liability for the use of any and all of the foregoing information, in consideration for being reviewed for the aforesaid position.

I understand that the conditional offer process may include a drug screen and background investigation; and if I fail that drug screen or fail to disclose information regarding previous convictions on my application, I will not be eligible for appointment or to apply for any position within Provo City for a minimum of six (6) months from the date of the screening. I understand that employment may be conditional upon the successful completion of reference and employment checks and a criminal background investigation. I understand that I must meet the minimum qualifications for any position I am offered.

I understand and acknowledge for those hired after July 1, 1987, the Municipal Council has adopted an ordinance (#0-87-028) requiring any employee upon retirement under provisions of the Utah State Retirement System to pay the total premium to maintain coverage on the designated Provo City health plan. I also understand that employees hired after July 1, 1987, will not receive longevity pay increases.

SIGNATURE OF APPLICANT _____ Date _____

***NOTE: Application must contain an original signature (not a photocopy).**

Recruitment is open to all persons who meet minimum qualification requirements regardless of race, color, religion, national origin, political affiliation, gender, age, or disability. Provo City will make reasonable accommodations for disabilities when they will not impose undue hardship.

Do Not Write In This Area