

# SANDY CITY EMPLOYMENT APPLICATION

Please type or print clearly in ink. To ensure full consideration, application must be completed, including required dates and all job related education and experience. The information you provide will be used to determine if you meet the minimum qualifications. If a question does not apply, enter "NA". Assistance is available for the disabled if help is needed with the application/hiring process. Sandy City is an Equal Opportunity Employer.



## APPLICANT INFORMATION

Name (last, first, MI):	Email:
Other names previously used:	Phone:
<i>Daytime</i> <i>Evening</i>	
Current Address:	
<i>Street</i>	<i>City</i> <i>State</i> <i>Zip</i>
If you have a relative(s) working for Sandy City, indicate name, relationship & department:	
Are you prevented from lawfully becoming employed in this country?    Yes ___ No ___	
Do you have a valid Driver's License?    Yes ___ No ___	Are you claiming Veteran's Employment Rights?    Yes ___ No ___ <i>*If Yes, you must attach a copy of form DD-214.</i>
Do you have a valid Commercial Driver's License?    Yes ___ No ___	
Have you ever been convicted of a felony?    Yes ___ No ___ <i>*Criminal conviction is not an absolute bar from employment, but it will be considered in relation to specific job duties.</i> If yes, please provide date, location, penalty and details for each occurrence.	

## JOB INTEREST

Position applying for:	
Type of employment acceptable:    Full-time ___    Part-time ___    Seasonal ___    Volunteer ___	
Date available to start: _____	Minimum acceptable salary: \$ _____    Per: <input type="checkbox"/> Hourly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually
Have you ever been employed by Sandy City?    Yes ___ No ___    If yes, From: _____ To: _____	
Department:	Position:
Supervisor:	Reason for Termination:

## REFERENCES

List three personal references (not former supervisors or relatives):			
<i>Name</i>	<i>Title/Occupation</i>	<i>Address (City, State)</i>	<i>Telephone</i>
1.	_____		
2.	_____		
3.	_____		
Are you willing to have your present employer contacted regarding your qualifications?    Yes ___ No ___			

## ***EXPERIENCE***

Beginning with your present or most recent job, describe all periods of employment, such as paid (full or part-time), volunteer (full or part-time), self-employment, and/or military service. Account for time during any intervals of unemployment other than when attending school. Attach additional sheets if necessary.

Employer:	From:	To:
Complete Address:	Telephone:	
Supervisor's name and title:	Salary: \$	Per:
Your title:	Hours per week:	
Duties:		
Reason for leaving or seeking other employment:		
Employer:	From:	To:
Complete Address:	Telephone:	
Supervisor's name and title:	Salary: \$	Per:
Your title:	Hours per week:	
Duties:		
Reason for leaving or seeking other employment:		
Employer:	From:	To:
Complete Address:	Telephone:	
Supervisor's name and title:	Salary: \$	Per:
Your title:	Hours per week:	
Duties:		
Reason for leaving or seeking other employment:		

## ***TYPING WORDS PER MINUTE (WPM)***

If the position you are applying for requires a typing speed, please indicate your typing speed here:

WPM: \_\_\_\_\_

**TRAINING**

Have you graduated from high school or received an equivalency diploma (GED)? Yes\_\_\_\_ No\_\_\_\_  
 If no, <sup>3</sup> ¼š° ¼¥° ¼¡ last grade completed

CERTIFICATES: List job related professional or trade licenses, certificates or registrations:

Title:	State:	No.:
Title:	State:	No.:

**EDUCATION**

Name & location (city) of any college, university, business, trade or technical school.	Official Major	Number of credits earned	Dates of Attendance	Did you Graduate	Type of Degree
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

**QUALIFICATIONS**

Explain how you meet the minimum EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS and ABILITY requirements listed in the job description. (Attach additional pages if necessary.)

I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE, AND THAT ANY MISSTATEMENT OF MATERIAL FACTS MAY SUBJECT ME TO DISQUALIFICATION OR DISMISSAL.

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

**PLEASE COMPLETE THE AUTHORIZATION AND RELEASE ON THE BACK SIDE OF THIS FORM**

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**READ CAREFULLY BEFORE SIGNING BELOW**

The following AUTHORIZATION AND RELEASE has been prepared to expedite background inquiries on employment applicants. You are not required to sign this form in order to have your application considered. However, failure to sign may impede the ability of the City to obtain information pertinent to your qualifications for employment.

**AUTHORIZATION AND RELEASE**

I, \_\_\_\_\_, hereby specifically authorize and direct any previous or current employers to release to the Human Resources Director of Sandy City, or his/her designee, any and all information of whatever kind possessed by them, in either verbal or written form, as Sandy City may request regarding myself, including opinions as to job performance, character, competency, honesty, ability, work injuries and safety record, and any records related to me personally, which may have been kept either public or private.

I hereby release Sandy 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 further release any previous or current employers from liability or damage which may result from furnishing the information requested. I also request that a copy of this release be treated as conveying the same authority as the signed original.

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

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**Please return all completed applications to:**

***Sandy City Human Resources Office  
10000 S. Centennial Parkway, Suite 310  
Sandy, UT 84070***

Phone: (801) 568-7151  
Fax: (801) 568-6076

Website: [www.sandycity.jobs](http://www.sandycity.jobs)  
Email: [hr@sandy.utah.gov](mailto:hr@sandy.utah.gov)

## APPLICANT DATA RECORD

The information requested on this sheet is voluntary. This information will assist the City in applicant tracking, reporting, and other legal requirements. Failure to answer will not impact our consideration of your application. This information is used for statistical purposes only and will not be attached to your application.

1. Race  American Indian  
 Asian/Pacific Islander  
 Black  
 Hispanic  
 White
  
2. Sex  Male  Female
  
3. Disabled  Yes  No
  
4. Veteran  Yes  No
  
5. Disabled Vet.  Yes  No
  
6. Over 40  Yes  No
  
7. How did you find out about this position?  
 Sandy City Website  Job Interest Card/Email  
 Newspaper  City Hotline  
 Job Services  City Announcement  
 City Employee  College Placement Center  
 Other (please specify) \_\_\_\_\_