

Town of Manila Employment Application

POSITION FOR WHICH YOU ARE APPLYING: _____

Date: _____

I. PERSONAL INFORMATION:

Name: _____
(Last Name) (First Name) (Middle Initial)

Mailing Address: _____

Home Phone _____ Work Phone _____ Cell _____

Social Security Number: _____

Do you have a valid Utah/other state driver's license? YES NO

Do you have a valid CDL license? YES NO
 If yes, what type? _____ Endorsements: _____

Are you a citizen of the United States? YES NO

If no, please list Alien Registration Number or Work Visa _____ (provide documentation)

Are you a veteran? YES NO Do you claim Disabled Veteran Preference? YES NO
 If Yes, which preference? _____

If you are claiming veteran or disabled veteran status, please provide a copy of your DD-214 showing dates of service.

II. TRAINING AND EXPERIENCE: You must complete all applicable items in this section, or your application will be rejected. The information you give regarding your training and experience will be used to determine if you meet the minimum qualifications, and part or all of your examination may be based on the information you provide.

Training: When claiming college, vocational, or other specified training, you must provide transcripts or other official documents (original or photocopy) with this application.

Clerical Skills: Keyboard _____ wpm Ten Key _____ (submit proof with application)

A. Have you graduated from High School or received an Equivalency Diploma (GED)? YES NO

If NO, Circle the highest grade Completed. 1 2 3 4 5 6 7 8 9 10 11

B. COLLEGE/UNDERGRADUATE WORK

| College/University | Dates | Major | Minor | Degree |
|--------------------|-------|-------|-------|--------|
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| | | | | |
| | | | | |
| | | | | |

C. COLLEGE/GRADUATE WORK

| College/University | Dates | Degree |
|--------------------|-------|--------|
| | | |
| | | |
| | | |
| | | |

D. CERTIFICATES OR SPECIALIZED TRAINING DOCUMENTATION

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E. LANGUAGES (other than English) Language(s) _____ Level of Proficiency _____

F. EXPERIENCE: Begin with your most recent or present employment and describe all periods of employment (full and part-time), including volunteer work. Attach additional pages as necessary, using the same format. You may also attach a Resume if desired.

JOB #1

EMPLOYER _____ Phone# _____

Complete Address _____

Your Position/Title _____

Supervisor _____ Phone# _____

Period of Employment: From _____ to _____ Salary _____

DUTIES/ACCOMPLISHMENTS:

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| |
| |
| |

REASON FOR LEAVING: _____

JOB #2

EMPLOYER _____ Phone# _____

Complete Address _____

Your Position/Title _____

Supervisor _____

Period of Employment: From _____ to _____ Salary _____

DUTIES/ACCOMPLISHMENTS:

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| |
| |

REASON for LEAVING: _____

JOB #3

EMPLOYER _____ Phone# _____

Complete Address _____

Your Position/Title _____

Supervisor _____

Period of Employment: From _____ to _____ Salary _____

DUTIES/ACCOMPLISHMENTS:

Empty rectangular box for listing duties and accomplishments.

REASON for LEAVING: _____

III. BACKGROUND INFORMATION:

A. HAVE YOU EVER:

- 1. been convicted of a violation of law other than a minor traffic violation? Yes No
- 2. pled guilty and had your guilty plea held in abeyance in a criminal proceeding? Yes No
- 3. been placed on probation in conjunction with a criminal charge or conviction? Yes No

IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE, PROVIDE A LETTER OF EXPLANATION.

- B. Are any criminal charges or proceedings pending against you? Yes No

IF YOU HAVE ANSWERED YES, PROVIDE A LETTER OF EXPLANATION.

- C. Are you willing to accept part-time or temporary employment? Yes No
- D. Have you ever worked for the Town of Manila? Yes No
If so, when and what position? _____
- E. Do you have any relatives currently employed by the Town of Manila? Yes No
If yes, list name _____

IV. AGREEMENT: "I understand that any false statements, omissions, or misrepresentations in the application or interview process may result in the termination of the hiring process; the termination of employment, if provided; or the termination or restriction of benefits, should a false statement, omission, or misrepresentation be later discovered."

"I understand that prior to being offered employment with the Town of Manila I may be requested to take an employment examination and /or be personally interviewed. In the event I present myself at an interview, I understand that it is my responsibility to inform the Town of Manila so that a reasonable accommodation can be made. Accommodations may include accessible sites, modified conditions, and accessible testing formats. The Town of Manila reserves the right to require medical documentation concerning the need for the accommodation."

"I understand that, as required by Utah Statute, I may be required to undergo an investigation of my background, including a criminal background check. I further understand that I may be required to pay for this investigation. A drug test may also be required. In conjunction with this investigation, I authorize the release of information in connection with this application by former employers and supervisors. I agree to indemnify and hold harmless former employers and supervisors from any action in conjunction with their release of information with regard to these inquiries."

Signature

Date

The Town of Manila is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical condition, or disability.

Town of Manila
P.O Box 189
145 East Highway 43
Manila, Utah 84046
Phone: 435-784-3143
Fax: 435-784-3356