

# Pleasant Grove City Employment Application



Please type or print clearly in ink. To be considered for the position, the Employment Application must be completed. For the Education and Training, Personal References and Employment History sections of the application, a resume may be attached as a substitute. Instructions on how and where to submit the completed Employment Application are provided at the end of the application.

## POSITION INFORMATION

Position Desired: \_\_\_\_\_

Type of Employment:  Full-time  Part-time  Seasonal  Volunteer

Date Available to Start: \_\_\_\_\_ Desired Starting Salary/Wage: \_\_\_\_\_

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First Middle*

Social Security # (Optional): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip Code*

Are you currently employed?  Yes  No

If yes, may we contact your current employer?  Yes  No

Have you ever been terminated from employment or asked to resign by an employer?  Yes  No  
*(If yes, please provide company name and contact. You may attach additional pages for more space, if necessary)*

\_\_\_\_\_  
*Company Name Contact*

Are you eligible to work in the United States?  Yes  No

Are you able to perform the essential job functions for which you are applying, with or without reasonable accommodation? *(If you are unsure, please ask to review a job description)*  Yes  No

Select which applies to you.  14-15 years old  16-17 years old  18+ years old  
*(If you are under 18, you may be required to provide authorization to work)*

Do you have a valid driver's license?  Yes  No

Have you ever been convicted of a felony?  Yes  No  
*(Conviction will not necessarily disqualify an applicant from employment)*

If yes, please provide dates and location for all convictions. *(You may attach additional pages, if necessary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REFERRAL SOURCE

How did you hear about us?  Referral  City Website  Job Board  Other Source:

Have you ever been employed by Pleasant Grove City?  Yes  No

\_\_\_\_\_  
*Dates Department Supervisor*

Do you have any relatives currently employed by Pleasant Grove City?  Yes  No

\_\_\_\_\_  
*Name Relationship*

**\*\*\* The EDUCATION & TRAINING, PERSONAL REFERENCES and EMPLOYMENT HISTORY sections may be left blank only if substituted with an attached resume including that information**

**EDUCATION & TRAINING**

Name & Location of School	Degree	Subjects/Major	Dates of Attendance
High School	<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Trade/Vocational School	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**List and current job-related licenses or certifications you hold. (You may attach additional pages, if necessary)**

<i>Name/Type</i>	<i>Issued By</i>	<i>Issue Date</i>	<i>Expiration Date</i>
<i>Name/Type</i>	<i>Issued By</i>	<i>Issue Date</i>	<i>Expiration Date</i>

**Describe any special SKILLS, EXPERIENCE, KNOWLEDGE and/or TRAINING that would enhance your ability to perform the position applied for. (You may attach additional pages, if necessary)**

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**PERSONAL REFERENCES**

*(Other than relatives and whom you have known at least 3 years)*

Full Name	Address/Phone #	Business or Occupation	# Years Known

## EMPLOYMENT HISTORY

Please include your last 3 positions (or your last 10 years of employment history), starting with your most recent and working backwards in time.

Current or Most Recent Employer:	From:	To:
Address:	Phone:	
Supervisor's Name and Title:	Salary: \$	Per:
Your Title:	Hours per Week:	
	May we contact this employer?	Yes No
Duties:		
Reason for Leaving:		

Second Most Recent Employer:	From:	To:
Address:	Phone:	
Supervisor's Name and Title:	Salary: \$	Per:
Your Title:	Hours per Week:	
	May we contact this employer?	Yes No
Duties:		
Reason for Leaving:		

Third Most Recent Employer:	From:	To:
Address:	Phone:	
Supervisor's Name and Title:	Salary: \$	Per:
Your Title:	Hours per Week:	
	May we contact this employer?	Yes No
Duties:		
Reason for Leaving:		

## AUTHORIZATION

### Please read carefully before signing

Pleasant Grove City is an equal opportunity employer. All phases of employment with the City of Pleasant Grove are based strictly upon the qualifications of the individual as related to the work requirements of the position. The City of Pleasant Grove is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

I authorize investigation of all statements contained in this application (if I am considered for employment) and hereby authorize previous employers, personal references named, or any other person or persons to whom the company may refer, to give any and all information regarding my background if requested.

I understand that as a condition of this application and any employment, I may be required to submit to testing for the presence of illegal drugs and/or job-related physical ability tests. I hereby consent to such testing.

I understand that as a condition of this application and any employment, I may be required to submit to a criminal background investigation. I hereby give my consent for such investigation.

I attest with my signature below that I have read all of the above statements and understand the same and that all statements made by me are true and accurate to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that any false statements or material omissions may be grounds for refusal to hire, or for immediate dismissal. Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between myself and the City of Pleasant Grove for either employment or for the providing of any benefit.

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

\*\*\* This application is valid for 60 days from the date signed/dated above

Upon completion of this Employment Application, please submit via email to

[applications@pgcity.org](mailto:applications@pgcity.org)

or print and return to

**Pleasant Grove City Hall**

**70 South 100 East**

**Pleasant Grove, UT 84062**

**Phone: (801) 785-5045 / Fax: (801) 785-8925**