



# CITY OF SARATOGA SPRINGS

## Employment Application

1307 N Commerce Dr, Suite 200, Saratoga Springs, UT 84045

Phone (801) 766-9793 • Fax (801) 766-9794

*An Equal Opportunity Employer*

### Important Information About Our Application Process

- This Employment Application form is to be used for all internal, external, and seasonal or temporary job postings. We strongly encourage you provide a complete resume in addition to this application form.
- Carefully read the job announcement for the position you are applying for. Applicant materials and communications will be considered as determined appropriate by the City during our screening and selection process. Therefore, it is important that all materials be accurate, neat and complete. Once received, all application materials become the property of the City of Saratoga Springs.
- Employment with the City may require transfer to different shifts. In the case of some positions, this may include overtime or evening, weekend or holiday hours. In accepting employment with the City, you are affirming your ability to accept such transfers and hours.
- In accordance with Federal law proof of identity and proof of authorization to work in the United States is required upon employment.
- If, due to a disability, you require special arrangements to participate in the application or selection process please notify the city.
- We accept applications only for positions which are currently posted.
- Unless otherwise stated in the job announcement, only complete City of Saratoga Springs *Employment Applications* will be considered in the selection process. All materials submitted along with your application become property of the City of Saratoga Springs and will be used in our selection process. By signing this application you are affirming that all information you provide is accurate and complete.
- If there are supplemental questions on the announcement they must be filled out in order to be considered for the position.

### Applicant Information

*A separate application must be submitted for each position you are applying for. Please submit only **one (1)** copy per recruitment.*

Position Applied For:		
First Name:	Last Name:	
Address:		
City:	State:	Zip Code:
Email Address:		
Home Phone:	Day Time Phone:	Extension:



## Employment History

- Be sure to describe in this section the duties you have performed which demonstrate that you have the knowledge and skills to perform the duties of the job for which you are applying. You may include on-the-job training, internship, volunteer activity, self-employment, and military experience.
- If a supplemental questionnaire, resume, certification or other information is required, it should accompany this application.
- Begin with your most recent job or assignment first and list each job separately, extending for a period of 10 years.
- Additional pages of work history may be attached if necessary.
- A resume, while strongly encouraged, is not a substitute for this application unless otherwise noted in the job announcement.

Job Title:	Start Date:	End Date:
Employer:	Phone:	
Employer Address:		
If this is your current employer, may we contact them if you become a finalist for this position? Yes No		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

Job Title:	Start Date:	End Date:
Employer:	Phone:	
Employer Address:		
May we contact this employer? Yes No		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

Job Title:	Start Date:	End Date:
Employer:	Phone:	
Employer Address:		
May we contact this employer? Yes No		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

Job Title:	Start Date:	End Date:
Employer:	Phone:	
Employer Address:		
May we contact this employer?		
Supervisor:	Number of people you supervised in this position:	
Starting Salary:	Ending Salary:	
Reason for Leaving:		
Duties and Responsibilities:		

## Education, Training, Certificates & Licenses

**Note: If a license, degree or certificate is a listed requirement for the position you must attach a copy to your employment application.**

Do you have a high school diploma, GED or equivalent? Yes    No

### List colleges, universities, military, trade, business or other schools attended

Name of School	Location of School	Courses of Study (Major)	Credits Completed		Specify Degree or Certificate Earned
			Semester hours	Quarter hours	

**Note: A valid driver's license is required for positions where vehicle or equipment operation is an essential job duty. In this case, you should provide a certified copy of your motor vehicle record(s) for the past five (5) years when you submit this application.**

### List driver's license or other certificates required for this position

Title of License or Certificate	Number	Issuing Agency	Date Issued / Date of Expiration

Do you offer any bi-lingual communications skills which may be helpful to your performance of this job? No    Yes \_\_\_\_\_

## Personal References

Please provide three (3) personal references whom we may contact.

Name	Address & Phone Number	Relationship and Years Acquainted