

Application for Employment

Utah

Equal access to programs, services and employment is available to all persons. Those applicants requiring a reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department. We are an equal opportunity employer.

Please Print

Position applied for _____ Application Date: ____ / ____ / ____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Home Phone () _____ Cellular/Other # () _____ E-mail address: _____

Shift preferred 1 2 3 Any Expected pay _____

Would you accept full-time work? Yes No Would you accept part-time work? Yes No

On what date would you be available for work? _____

If necessary, best time to call you is _____ : _____ ^{AM}/_{PM} Home Cellular/Other

How were you referred to our Company? _____

Have you submitted an application here before? Yes No If yes, please give date(s) and position(s): _____

Have you ever been employed here? Yes No If yes, please give dates: _____

Is this application a request for reemployment following an extended military leave of absence from our Company? Yes No
If yes, additional information may be requested.

If you are under 18 years old, can you provide a work permit if required? Yes No

Are you legally eligible for employment in the United States? (If yes, proof is required if hired.) Yes No

Are you able to perform the “essential functions” of the job for which you are applying (with or without reasonable accommodation)?
NOTE: This question is not designed to elicit information about an applicant’s disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage, to the extent permitted by law.
 Yes No Need more information about the job’s “essential functions” to respond.

Will you travel if required? Yes No Will you work overtime if required? Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position? Yes No N/A

Have you ever been bonded? Yes No

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our Company? Yes No
If yes, please explain: _____

NOTE: Answering “yes” to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.
Have you ever pleaded “guilty” or “no contest” to, or been convicted of, a crime? Yes No
If yes, please provide date(s) and details: _____

Employment Experience

Place an **X** by the employer(s) you **DO NOT** want us to contact. List your most recent employer first.

Employer _____

Contact Name _____ E-mail: _____

Address _____ Phone () _____

Job Title _____ Supervisor _____

Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____

Work performed _____

Reason for leaving _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

Employer _____

Contact Name _____ E-mail: _____

Address _____ Phone () _____

Job Title _____ Supervisor _____

Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____

Work performed _____

Reason for leaving _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

Employer _____

Contact Name _____ E-mail: _____

Address _____ Phone () _____

Job Title _____ Supervisor _____

Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____

Work performed _____

Reason for leaving _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

Employment Experience (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

Have you ever been fired or asked to resign from a job? Yes No

If yes, please explain: _____

Education Background

High School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

College: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Graduate School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Vocational Training/Other: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Continuing Education: _____

Special Training or Skills

Languages, machine operation, etc., that would be of benefit in the job for which you are applying.

References

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name	Title	Relationship to You	Telephone	E-Mail	Years Known

Applicant Statement

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the Company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment, either express or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Company. I understand that no Company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using truthful and nondefamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States as required by federal immigration laws.

This Company does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. No question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state or local law.

Applicant's signature _____ Date ____/____/____

Personal Information Privacy Protection Policy

Policy

The company takes employee and applicant privacy very seriously and strives to keep personal information secure, to restrict access to such information, and to dispose of such information securely and as prescribed by law. It is the policy and intent of the company to fully comply with the Utah Employment Selection Procedures Act, as well other state or federal laws, which seek to reduce the growing threat of identity theft.

The company protects the confidentiality of personal information it collects by maintaining physical, electronic and procedural safeguards to protect such information, including:

- Limiting access to all personal information, including Social Security numbers, dates of birth and driver's license numbers
- Prohibiting unlawful disclosure of personal information
- Reviewing the safeguards on a regular basis
- Training employees in the proper handling of personal information

Only authorized individuals will have access to personnel files and other files, including electronic files, which contain the Social Security number or other personal information of employees and applicants. These individuals cannot access, store, transfer, disclose, use, or reveal employee or applicant Social Security numbers or other personal information, except when permissible by law and company policy. All personal information collected during the initial selection process will only be used in regard to the individual's application for employment. Personal information will not be used for marketing or promotional purposes. Personal information will be retained in accordance with the requirements of state and federal laws. Before discarding records containing Social Security numbers or other personal information, paper records will be securely shredded or burned and electronic records will be erased or destroyed.

The company will take reasonable measures to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses personal information for unlawful purposes or contrary to the requirements of this policy will be subject to discipline up to and including discharge.

Applicants and employees who feel personal information is being misused or improperly accessed should report concerns to the human resources department for further investigation.

Fast Facts

Purpose of the Policy

Use this policy to comply with Utah's Employment Selection Procedures Act, which requires employers to have a policy about the confidentiality, retention, and disposition of personal information collected during the application process. Recognizing the dangers of identity theft in the workplace, Utah has joined the growing list of states that have enacted laws to protect employees from identity theft.

Relevant Law

The Utah Employment Selection Procedures Act restricts the information an employer may request on an employment application. Specifically, employers may not ask for an applicant's date of birth, Social Security number or driver's license number, until after a job has been offered to the applicant or until the applicant reaches the point in the application process where background checking information is requested. The law applies to employers with 15 or more employees.

The law also requires employers to maintain a specific policy regarding the confidentiality, retention, and disposition of information collected during the application process. Employers must have a copy of the policy readily available for any applicant who wants to see the policy before filling out an employment application.

Tips to Reduce Workplace Identity Theft

- **Establish a security and privacy policy.** Implement and distribute a written privacy-protection policy that informs employees of the company's procedures for safeguarding personal identifying information.
- **Evaluate how employees' Social Security numbers are used in your business.** Remove Social Security numbers from public postings and employer-provided badges and cards. Consider creating an employee identification system instead of using Social Security numbers for identification purposes.
- **Review the security measures currently in place.** Ensure that adequate protective measures are being taken to protect the company computer and filing systems, including the company intranet.
- **Restrict, control and monitor access to personal information.** All employee and job applicant records should be kept in locked and secured areas. Those with access to such records should be clearly identified and should have completed training on identity theft and document-handling practices.
- **Review the company's record retention and disposal policies.** Outdated hard-copy records that contain personal information never should be merely discarded, but should be shredded internally or by an outside company.
- **Train employees on the necessity of safeguarding employee personal information.** Make sure to train employees how to safeguard such information in accordance with your company's policies and procedures.
- **Develop a contingency plan to address security breaches.** Develop uniform standards throughout the company for managing the threat of identity theft to employees and the business itself, and develop an action plan for responding to an identity theft situation. The contingency plan not only should address how the company will deal with security breaches internally, but should address how to assist affected employees in protecting themselves.

(Continued)

Do's & Don'ts

DO institute criminal/credit background checks for all employees who have access to sensitive employee records information.

Don't use Social Security numbers unnecessarily – for example as employee identification numbers.

DO have a procedure in place for making sure workers who leave your company or transfer to another part of the company no longer have access to sensitive information. Terminate their passwords, and collect keys and identification cards as part of the checkout routine.

Don't allow employees access to personnel files unless required by state law or company policy. If you allow access, keep a log of everyone who views personnel files, the specific access granted, the date of viewing, and the start/stop time.

DO train employees to recognize security threats. Tell them how to report suspicious activity, and require employees to notify you immediately if there is a potential security breach.

Don't forget to monitor state and federal law that may affect how your organization uses and stores employee information.

DO conduct privacy self-audits to review whether all of the information collected on employees and applicants is essential, where it is maintained, who has access to it, and how it is handled. Get rid of any personal information that is not essential.