



WEBER COUNTY EMPLOYMENT APPLICATION

WEBER COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

2380 WASHINGTON BLVD, SUITE 340 OGDEN, UT. 84401 (801)399-8623 Fax#(801)399-8307

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1. Position applied for: \_\_\_\_\_

Have you read the job announcement and description for the position applied for?  Yes  No

Are you able and willing to perform all the essential functions of the position for which you are applying?  Yes  No

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_ (City, State, Zip Code)

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

3. If you have ever been employed by Weber County, fill in the following information:

Department: \_\_\_\_\_ Position Title: \_\_\_\_\_ Dates: \_\_\_\_\_

4. Are you related to anyone presently employed by Weber County?  No  Yes If yes, Who: \_\_\_\_\_

5. Type of appointment you will accept:  Full Time  Part Time  Temporary  Night Shifts  Rotating Shifts (Including Weekends)  Summer Only

Some positions require rotating shifts including night shifts and weekends up to three months in duration.

6. Weber County requires all new employees to take a drug test prior to reporting to work. Are you willing to be drug tested?  Yes  No

7. What is the lowest starting salary you will accept: \_\_\_\_\_

8. From what source did you learn of this position: \_\_\_\_\_

9. Have you ever been convicted of violating any law other than a minor traffic violation?  Yes  No

(If yes, explain fully on another sheet of paper. A conviction will only be considered as it relates to the job being sought.)

10. If required for the position for which you are applying, do you have a valid Utah driver's license?  Yes  No

11. If required for the position for which you are applying, do you have a C.D.L.?  Yes  No

12. Are you legally able to work in the United States?  Yes  No (Proof will be required upon hire.)

13. High School Graduate?  Yes  No

If no, please circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED?  Yes  No

**EDUCATION**

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College or University	Dates		Major	Minor	Type of Degree	Month & Year of Degree
	From	To				

Vocational or Technical School	Dates		Subject	Number of Hours	Type of Certificate	Month & Year Completed
	From	To				

Professional or Trade License, Certificates or Registrations:

Type: \_\_\_\_\_ State: \_\_\_\_\_ Number: \_\_\_\_\_

(Engineer, POST, Nurse etc.)

If qualified, fill in the following:

Net typing speed per minute: \_\_\_\_\_

Other office machines you can operate: \_\_\_\_\_

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14. If you request veterans preference check here  (You must attach a FORM DD214)

**EXPERIENCE**

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(List most recent job first)      Attach additional sheets if necessary, using the same format

Company Name: \_\_\_\_\_ Supervisor's Name/Phone: \_\_\_\_\_

Company's Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Duties: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Supervisor's Name/Phone: \_\_\_\_\_

Company's Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Supervisor's Name/Phone: \_\_\_\_\_

Company's Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

15. Summarize any special skills and qualifications acquired from previous employment or other experience:

16. Have you ever been known by any other name(s) that we might need to check your work references?  Yes

No If yes, please list: \_\_\_\_\_

You may contact my present or past employers:  Yes  No

**REFERENCES**

Name:	Address:	Telephone:	Years Known:

I hereby authorize the Weber County HR Office, or the hiring department or it's agent to make such investigations and inquiries of my personal, employment, or financial and other related matters as may be necessary in arriving at an employment decision concerning my application for employment. I release Weber County of any liability for the use of this information in considering and reviewing my application for employment. I hereby certify that all above statements made in this application are true, and I understand and agree that any false statement of material fact herein may cause forfeiture of all my rights of employment. I hereby authorize any previous or current employer to give or release to Weber County HR or the hiring department or it's agent any and all information in either written or verbal form which relates to my ability to perform duties of the position for which I am applying. I release any previous or current employer from any liability for the use of any or all information given to the Weber County HR Office or the hiring department or its agent in considering my application and reviewing my application for the position applied for. I understand that I am required to abide by all rules and regulations of Weber County Corporation.

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

Return To: Weber County HR Department 2380 Washington Blvd. , Suite 340 Ogden, UTAH 84401 (801)399-8623

**IMPORTANT INFORMATION:** You must submit a complete application for each position. Failure to submit all necessary information by 5:00 p.m. on the closing date may disqualify you from consideration for appointment. The education and experience sections will be used to determine whether you meet the minimum qualifications for the position for which you are applying. You will not be given credit for education which you do not have documented on the application. You may not be given a personal interview, so be sure to submit all previous related work history and formal training. If you wish to elaborate on your work experience, attach a supplemental sheet or resume to the application. Include military service if applicable. The evaluation method may include combination of the following: oral examination, written examination, performance test or rating of education and/or experience. If a rating of education and/or experience is done, it will be based only on your application. Be certain it is complete. If a written or oral examination is the evaluation method, you will be notified by telephone of the date, time and place of the exam. You may telephone the HR Office to determine where you placed on the register or if you did not qualify.

## WEBER COUNTY AFFIRMATIVE ACTION INFORMATION

To better help the Weber County Corporation satisfy Merit System principles and meet our Equal Employment Opportunity Affirmative Action Program goals, we would appreciate your responses to the information below. ***The information requested on this sheet is strictly voluntary.*** This information will assist the County 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 be used to assist Weber County in complying with federal reporting requirements.

Position Applied For: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

Number of Children \_\_\_\_\_

- Race
- White
  - Black
  - Hispanic
  - Asian or Pacific Islander
  - American Indian or Alaskan Native

I certify the above statements are complete and accurate

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

### **Weber County is An Equal Employment Opportunity Employer**

Return To: Weber County HR Department

2380 Washington Blvd. Suite 340 Ogden, UT. 84401

Phone# (801)399-8623

Fax# (801)399-8307

Email: [wcapapplications@co.weber.ut.us](mailto:wcapapplications@co.weber.ut.us)