



# WEBER HUMAN SERVICES

237 26<sup>th</sup> Street Ogden, Utah 84401 ♦ 801-625-3658/625-3788 ♦ Fax: 801-778-6878

## EMPLOYMENT APPLICATION An Equal Opportunity Employer

*Individuals who have received services from WHS within the last three (3) years are not eligible for employment.*

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

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

***IMPORTANT: YOUR APPLICATION WILL NOT BE FORWARDED UNLESS ALL REQUESTED INFORMATION IS FURNISHED.*** The information you provide will be used to determine your qualifications for employment. It is important that you answer all questions on this application completely and accurately and sign the last page.

Position(s) for which you are applying: \_\_\_\_\_

Type of Employment Desired:  Full Time  Part Time    Shifts:  Day  Swing  Graveyard  Rotating

Date Available for Work: \_\_\_\_\_ Are you over 21 years of age?  Yes  No

How did you hear about this position? \_\_\_\_\_

If necessary can you provide documentation verifying your right to work in the United States?  Yes  No

Were you previously employed by Weber Human Services?  Yes  No

If yes, position(s) held: \_\_\_\_\_ Date(s): \_\_\_\_\_

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

Are you related to or know anyone who works for Weber Human Services?  Yes  No

Provide Name(s) and relationship(s): \_\_\_\_\_

***Please complete this area if the description of the job you are applying for states that it may or will require on-the-job driving:***

Do you have a valid Utah driver license?  Yes ***If yes, you must provide DL#*** \_\_\_\_\_  No

Please list any traffic violation(s) and the date(s) received that are on your motor vehicle driving record below:

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

**WHS submits criminal background screenings on all new hires. Convictions for certain misdemeanors/felonies may not be approved by the State Office of Licensing. A conviction may not exclude you from hire but will be reviewed as part of your complete application. Have you ever been convicted of violating any law other than a minor traffic violation?  Yes  No *If yes, please list the conviction(s) and date(s). If you are hired you will be required to submit certified court dockets.*** \_\_\_\_\_

\_\_\_\_\_

List languages you speak, read, and/or write other than English: \_\_\_\_\_

Other skills or training you feel may be useful for employment: \_\_\_\_\_

List professional or trade licenses, certificates, registrations (Type, Lic# & State): \_\_\_\_\_

Professional or trade license violations?  Yes  No If yes, please explain \_\_\_\_\_

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**EXPERIENCE: YOU MAY NOT USE A RESUME AS A SUBSTITUTE FOR COMPLETING THIS SECTION. YOUR APPLICATION WILL NOT BE CONSIDERED UNLESS ALL REQUESTED DIRECTIONS ARE FOLLOWED. Start with your current or most recent position and work backwards. If more space is needed use a separate piece of paper.**

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Employer \_\_\_\_\_ Employed From \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Full Time  Part Time  (Average hours/ week) \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Responsibilities \_\_\_\_\_

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

May we contact supervisor for a reference?  Yes  No If no, please explain \_\_\_\_\_

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Employer \_\_\_\_\_ Employed From \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Full Time  Part Time  (Average hours/ week) \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Responsibilities \_\_\_\_\_

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

May we contact supervisor for a reference?  Yes  No If no, please explain \_\_\_\_\_

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Employer \_\_\_\_\_ Employed From \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Full Time  Part Time  (Average hours/ week) \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Responsibilities \_\_\_\_\_

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

May we contact supervisor for a reference?  Yes  No If no, please explain \_\_\_\_\_

Have you graduated from high school?  Yes  No

**EDUCATION: Post high school (colleges, universities, vocational or trade schools, etc.)**

NAME AND LOCATION OF POST HIGH SCHOOL EDUCATION	DID YOU GRADUATE	DEGREE AWARDED	MAJOR COURSE OF STUDY

**PROFESSIONAL REFERENCES:** Please list three individuals who are not related to you but either supervised, are associated, or have been associated with you professionally.

NAME	RELATIONSHIP	TELEPHONE	YEARS KNOWN

**VETERAN'S PREFERENCE:**  Yes  No If you are claiming veteran or disabled veteran status, please provide a copy of your DD-214 showing dates of service.

**CERTIFICATION AND RELEASE STATEMENT**

I certify the information in or attached to this application is complete and accurate to the best of my knowledge. Any misrepresentation or omission of facts in this application disqualifies me from further consideration, or, if I am employed, is sufficient cause for dismissal. I hereby authorize Weber Human Services (WHS) to conduct a thorough background screening including, but not limited to, references, employment history verification, convictions, and criminal record. If the job I am applying for may or will require on-the-job driving, I hereby authorize WHS to obtain a copy of my motor vehicle driving record and use the information contained therein in connection with this application. I understand that all information will be kept confidential and released only to authorized individuals. I hereby release WHS from any civil or criminal liability arising from my background screens.

*I also understand that WHS will not hire individuals currently abusing drugs or alcohol and therefore acknowledge and agree that my employment is conditional upon successfully passing the pre-employment drug screen by providing a valid sample. I agree to report for a drug screen at IHC Work Med, 1355 West 3400 South, Ogden, Utah, 84401, within 24 hours of notification from Human Resources. I further agree to authorize the release of the results of these screens to WHS.*

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