



# 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. Weber Human Services will not hire individuals currently abusing drugs or alcohol and has a pre-employment chemical testing procedure to screen for the presence of drugs and/or alcohol.**

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

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**IMPORTANT: All requested information must be furnished. The information you provide will be used to determine your qualifications for employment. It is important that you answer all questions on your application completely and accurately.**

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

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

Date Available for Work: \_\_\_\_\_

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

Are you over 21 years of age?  Yes  No

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: \_\_\_\_\_ Dates: \_\_\_\_\_

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

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

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

Do you have a valid Utah Driver License?  Yes  No If yes, please provide DL# \_\_\_\_\_

**WHS submits criminal background screenings for all new hires. Applications may not be approved for those who have been convicted of a misdemeanor or felony for certain offenses.** Have you ever been convicted of violating any law other than a minor traffic violation?  Yes  No If yes, please explain conviction date(s) & provide a certified court docket for each offense: \_\_\_\_\_  
\_\_\_\_\_

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

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

Have you graduated from high school?  Yes  No

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

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

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

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

***EXPERIENCE: Start with your current or most recent position and work backwards. If more space is needed use a separate piece of paper. YOU MAY NOT USE A RESUME AS A SUBSTITUTE FOR COMPLETING THIS SECTION.***

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

Full Time:  Part Time:  Avg hrs/ wk \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Responsibilities \_\_\_\_\_

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

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

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

Full Time:  Part Time:  Avg hrs/ wk \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Responsibilities \_\_\_\_\_

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

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

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

Full Time:  Part Time:  Avg hrs/ wk \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Responsibilities \_\_\_\_\_

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

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

**PROFESSIONAL REFERENCES:** Please list three individuals who are not related to you but either supervised you, 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 to conduct a thorough background screening including, but not limited to, references, employment history verification, convictions, and criminal record. I authorize Weber Human Services to obtain a copy of my motor vehicle driving record from the State or any local law enforcement agency. I understand that all information will be kept confidential and released only to authorized individuals. I hereby release Weber Human Services from any civil or criminal liability arising from my background screens.

I also understand that Weber Human Services will not hire individuals currently abusing drugs or alcohol and reserves the right to conduct drug testing procedures to screen for the presence of drugs and/or alcohol.

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