



237 26th Street, Ogden, UT 84401
Phone (801) 625-3613/3788 ~ Fax (801) 778-6878

Email Application to apply@weberhs.org

PLEASE READ PRIOR TO COMPLETING AND SUBMITTING AN APPLICATION

APPLICATION FORM: Weber Human Services requires all applicants to complete an Official Weber Human Services Employment Application. You may email the completed application to the email address above, mail, fax or hand deliver. Applications must be submitted no later than 5:00 P.M. on the closing date on the job announcement. Your completed and signed application will be used to determine your qualifications for the available position, so it is important your application is complete. If additional space is needed to state your qualifications, include additional sheets using the same format. You are required to submit a copy of any license or certification you claim on your application.

EDUCATION VERIFICATION: Photocopies of **official** transcripts are required at the time of application for any position that requires a college degree or college education. If you are applying for a Clinical position, you must submit a copy of your Professional License with your application.

EMPLOYMENT DRUG SCREEN: Upon acceptance of any position at Weber Human Services, you must submit to a drug screen within 48 hours of the offer, and successfully pass such drug screen prior to employment.

CRIMINAL HISTORY and BACKGROUND INVESTIGATION: Applicants must pass a criminal history background investigation to secure employment.

EQUAL EMPLOYMENT OPPORTUNITY: Weber Human Services is an Equal Employment Opportunity Employer. Everyone who meets the minimum position qualifications will have the same opportunity for employment. Your application will not be rejected because of your race, color, national origin, religion, sex, or disability.

ADA: Weber Human Services provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.

VETERAN PREFERENCE: If you claim veteran preference, you must submit a copy of Form DD214, certifying honorable veteran status. If you claim disabled veteran preference, you must also submit a letter of verification from the Veteran's Administration dated within 90 days.

MOTOR VEHICLE REPORT: An official and current Motor Vehicle Report (MVR) is required for those positions that require driving. Applicants with a Utah Driver License can obtain an MVR through the State Driver's License Division or through the WHS Human Resource Office. If you would like Weber Human Services to obtain an MVR for you, please indicate on the Weber Human Services Applicant Driving History portion of the application. You may be disqualified from any position where driving is an essential function if you have more than 2 tickets on your MRV in a 3 year period.

SERVICES WITH WEBER HUMAN SERVICES: **Individuals who have received Mental Health or Substance related services at WHS within the last 2 years (or 1 year for a PEER Support Specialist) are not eligible to work for WHS or a contractor with WHS in clinical programs that have access to clients or client information.**



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EMPLOYMENT APPLICATION

An Equal Opportunity Employer • Tobacco-Free Workplace
Applications can be submitted in person at the Information desk, mailed,
faxed, or emailed to apply@weberhs.org

Please complete with a blue or black pen or typed

TITLE OF POSITION APPLIED FOR: _____

Type of Employment: FULLTIME PART TIME **Shifts:** Day Swing Graveyard Rotating

Name: _____ **Social Security #:** XXX-XX-_____
Last Name First Name Middle Initial

Address: _____
Street City State Zip Code

Home Phone: _____ **Cell Phone:** _____ **Email:** _____

Date Available for Work: _____ 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

If you have ever worked for Weber Human Services, fill in the following information:

Position(s) held: _____ Date(s): _____

Supervisor: _____ Reason for Leaving: _____

List any relatives presently employed at Weber Human Services: _____

Do you have a valid Utah Driver License? Yes, DL#: _____ NO

Veteran's Preference: Yes No (Please provide a copy of your DD214 showing dates of service.)

Are you retired from Utah Retirement Systems? Yes No

Have you, since the age of 18, ever been convicted of violating the law? Yes No

If yes, give dates, details and penalties for each occurrence, including dates of any probationary periods below. Use a separate sheet of paper if necessary. (Note: A conviction may not bar you from employment but will be reviewed as part of your application for the position. Convictions will be judged in relation to time, seriousness, circumstances, and relationship to the position sought).

EDUCATION (Photocopies of official transcripts and certifications must be submitted to receive credit for education beyond high school).

High School Graduate or GED: Yes No If no, enter highest grade completed _____

College/University/ Tech School	Dates		Major	Minor	Type of Degree	Month & Year of Degree
	From	To				

Professional, Trade, License, Certifications, etc.	Dates		Type	Number	State	Current?
	From	To				

EXPERIENCE (List most recent job first)

COMPLETE WORK HISTORY IS REQUIRED

Company Name:		Supervisor's Name/Phone #:	
Company Address:			
Job Title:		Hours worked per week:	
From:		To:	
Duties:			
Reason for leaving:			

Company Name:		Supervisor's Name/Phone #:	
Company Address:			
Job Title:		Hours worked per week:	
From:		To:	
Duties:			
Reason for leaving:			

Company Name:		Supervisor's Name/Phone #:	
Company Address:			
Job Title:		Hours worked per week:	
From:		To:	
Duties:			
Reason for leaving:			

PROFESSIONAL REFERENCES

Please provide contact information for three individuals who are not related to you but either supervised you or know you professionally.

Name	Relationship	Email Address	Phone	Years Known

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. 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 using drugs or abusing 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 48 hours of notification from Human Resources. I further agree to authorize the release of the results of these screens to WHS.

Signature: _____ Date: _____

Motor Vehicle Report Requirement (Please check one and sign the bottom)

I understand that an official and current Motor Vehicle Report (MVR) is required and must be submitted with my application in order to be considered for this position. I have obtained an MVR from the State Driver's License Division and have attached it to this application.

OR

I understand that an official and current Motor Vehicle Report (MVR) is required and must be submitted with my application in order to be considered for this position. I hereby authorize Weber Human Services to retrieve my MVR (Utah only) and use the information contained therein in connection with this application. My date of birth for the MVR is : _____

Applicant Signature

Date