



14350 South 2200 West  
Bluffdale UT 84065  
P: 801.254.2200 F: 801.253.3270  
www.bluffdale.com

## APPLICATION FOR EMPLOYMENT

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION.

All requested information must be furnished. The information you give will be used to determine your qualifications for employment. It is important that you answer all questions on your application fully and accurately; failure to do so may delay its consideration and could mean loss of employment opportunities. If an item does not apply to you, or if there is no information to be given, please write the letters "NA" for Not Applicable. You must sign and date this application. (Use a typewriter or print clearly in black ink).

### POSITION

TITLE OR TYPE OF POSITION: \_\_\_\_\_

TYPE OF EMPLOYMENT DESIRED:  Full-Time  Part-Time  Temporary

WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT IN ANY POSITION? \$ \_\_\_\_\_/Hour

DATE AVAILABLE: \_\_\_\_\_

### PERSONAL INFORMATION

NAME: \_\_\_\_\_  
First Middle Last

ADDRESS: \_\_\_\_\_  
Street City State Zip

HOME PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

ARE YOU AT LEAST 16 YEARS OF AGE?  Yes  No

ARE YOU A CITIZEN OF THE U.S. OR DO YOU POSSESS AN ALIEN REGISTRATION CARD?  Yes  No

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 10 YEARS?  Yes  No  
If yes, explain: \_\_\_\_\_

DO YOU HAVE ANY PHYSICAL, MENTAL OR MEDICAL IMPAIRMENT THAT WOULD LIMIT OR PREVENT YOU FROM PERFORMING THE JOB YOU ARE APPLYING FOR?  Yes  No  
If yes, explain: \_\_\_\_\_

DO YOU HAVE A VALID DRIVER'S LICENSE?  Yes  No  
State \_\_\_\_\_ Number \_\_\_\_\_

DO YOU HAVE A VALID UTAH CHAUFFEUR'S LICENSE?  Yes  No  
State \_\_\_\_\_ Class \_\_\_\_\_ Number \_\_\_\_\_

# EDUCATION

HAVE YOU GRADUATED FROM HIGH SCHOOL OR COMPLETED A GED OR EQUIVALENT?

Yes

No

NAME AND LOCATION OF HIGH SCHOOL: \_\_\_\_\_

CIRCLE HIGHEST YEAR COMPLETED    1    2    3    4    5    6    7    8    9    10    11    12

COLLEGE, BUSINESS OR TECHNICAL COLLEGE

Name/Location	Dates Attended	Major &/or Area of Emphasis	Credit Hours Completed	Date Graduated	Degree Obtained

OTHER EDUCATION, TRADE SCHOOL, ETC.

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# SKILLS & ABILITIES

## CLERICAL SKILLS

Type: \_\_\_\_\_ wpm

Shorthand: \_\_\_\_\_ wpm

Copy Machine

Calculator

Transcribing Machine

Word Processor

Computer Terminal

PBX

Acting as a receptionist and answering phones

Composing correspondence, preparing reports

Filing, sorting or arranging documents

Computing with numbers

Typing tables or graphs

Typing from transcribing machine

OTHER SKILLS: \_\_\_\_\_

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## OPERATOR SKILLS

Asphalt Roller

Asphalt Laydown

Asphalt Cutter

Bucket Truck

Snow Plow

10-Wheel Dump Truck

High-Pressure Sewer Cleaner

Grader

Multi-Speed Transmission

Auto Transmission

Backhoe

Front-End Loader

Street Sweeper

Tapping Machines

Trencher

Welder

Rodder

Water Pumps

Other Skills: \_\_\_\_\_

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# EMPLOYMENT HISTORY

Answers given in this section may be verified with former employers. Please list your present or most recent position first.

Position Title	Dates of Employment (mm/yyyy)	Hours worked per week:
	From: _____ To: _____	
Employer Name & Address:	Your Duties:	

Reason for leaving: \_\_\_\_\_  
 May we inquire of your present employer regarding your employment record:  Yes  No

Position Title	Dates of Employment (mm/yyyy)	Hours worked per week:
	From: _____ To: _____	
Employer Name & Address:	Your Duties:	

Reason for leaving: \_\_\_\_\_

Position Title	Dates of Employment (mm/yyyy)	Hours worked per week:
	From: _____ To: _____	
Employer Name & Address:	Your Duties:	

Reason for leaving: \_\_\_\_\_

Position Title	Dates of Employment (mm/yyyy)	Hours worked per week:
	From: _____ To: _____	
Employer Name & Address:	Your Duties:	

Reason for leaving: \_\_\_\_\_

## CERTIFICATION

The information I have given on this application is true and correct to the best of my knowledge. Bluffdale City is authorized to make investigation to verify the information contained in this application; any misrepresentation or falsification may subject me to disqualification or dismissal.

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

Bluffdale City is an EQUAL OPPORTUNITY EMPLOYER and provides by city code that employment and promotion in the city government shall be based on merit and fitness, free of personal and political considerations, and shall in no way be influenced by religion, creed, color, sex, age, national origin, or ancestry.

PLEASE RETURN TO:  
BLUFFDALE CITY HUMAN RESOURCES  
14350 SOUTH 2200 WEST  
BLUFFDALE UT 84065