

City of Bluffdale  
 2222 West 14400 South  
 Bluffdale, Utah 84065  
 Phone: (801) 254-2200  
 Fax: (801) 253-3270  
 www.bluffdale.com



How did you hear about this position?	
<input type="checkbox"/>	Bluffdale City Website
<input type="checkbox"/>	Facebook, Twitter, Instagram
<input type="checkbox"/>	Utah League of Cities and Towns
<input type="checkbox"/>	Dept. of Workforce Services
<input type="checkbox"/>	Friend or Relative
<input type="checkbox"/>	Other:

## 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 in the letters "NA" for Not Applicable. You must sign and date this application. (Type or print clearly in black ink).

### POSITION

Title or Type of position you are applying for:	Date available to start employment:
Type of Employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	Requested Salary (required):

### PERSONAL INFORMATION

First Name:	Middle Initial:	Last Name:	
Address:	City:	State:	Zip:
Home Phone:	Other Phone (Specify):	Email Address:	

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 a physical, mental or medical impairment that would require accommodations to perform the job you are applying for?  Yes     No

If yes, explain:

Do you have a valid Driver's License?  Yes     No

State:	Number:
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Do you have a valid Utah Commercial Driver's License?  Yes     No

State:	Class:	Number:
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### EDUCATION

Have you graduated from high school or completed a GED or equivalent?  Yes     No

Name and Location of High School:	If no, what is the highest year completed?
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**COLLEGE, BUSINESS OR TECHNICAL COLLEGE**

Name/Location	Major and/or Area of Emphasis	Graduated	Credit hours Completed	Type of Degree Obtained
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Other education, trade school, certificates, etc. (Please specify as above.)

**EMPLOYMENT HISTORY**

Answers given in this section may be verified with former employers. Start with your present or most recent employment and work backward to list ALL jobs you have held in the past ten (10) years. A supplemental sheet or resume may be attached.

Employer:	Dates of employment (mm/yyyy) from:   to:	Numbers of hours worked per week:
Address:	Your duties:	
Phone:		
Position title:		
Supervisor:		
Reason for leaving:		
May we inquire of your present employer regarding your employment record? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer:	Dates of employment (mm/yyyy) from:   to:	Numbers of hours worked per week:
Address:	Your duties:	
Phone:		
Position title:		
Supervisor:		
Reason for leaving:		

Employer:	Dates of employment (mm/yyyy) from:   to:	Numbers of hours worked per week:
Address:	Your duties:	
Phone:		
Position title:		
Supervisor:		
Reason for leaving:		

**SKILLS AND ABILITIES**

Clerical Skills: Mark your current skills and abilities, subject to verification by examination.

- Type: \_\_\_\_\_wpm
- Shorthand: \_\_\_\_\_wpm
- Copy Machine
- Calculator
- Word Processor
- Computer Terminal
- 10-Key Machine
- Computing with Numbers
- Acting as Receptionist and Answering Phones
- Composing Correspondence and Preparing Reports
- Filing, Sorting and Arranging Documents
- Creating Tables or Graphs

Other skills:

Operator Skills: Mark the equipment and machinery you can operate (your skills may be tested).

- Asphalt Roller
- Asphalt Laydown
- Asphalt Cutter
- Bucket Truck
- Snow Plow
- 10-Wheel Dump Truck
- Pickup (Standard Trans.)
- Diesel Truck
- Auto Transmission
- Street Sweeper
- Backhoe
- Front-End Loader
- Forklift
- Air Compressor
- Jack Hammer
- Grader
- Trencher
- Welder
- Rodder
- Water Pumps

Other skills.:

**CERTIFICATION**

Be careful that you have answered all questions on your application correctly and considered all statements fully so that your eligibility can be decided on all the facts. Sign your name below in ink.

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.

I agree to submit to a pre-employment drug test. I understand that any offer is contingent upon the passing of such drug screen and, if the position requires, a criminal background check.

**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  
2222 West 14400 South  
Bluffdale, UT 84065**

ATTACH RESUME, COVER LETTER AND REFERENCES IF DESIRED