



Administration Office
 40 South Main Street
 Spanish Fork, Utah 84660
 (801) 798-5000 Fax (801) 798-5005
 www.spanishfork.org

**PART-TIME
 APPLICATION FOR EMPLOYMENT**

IF YOU ARE UNDER 18 YEARS OF AGE, YOUR PARENTS MUST SIGN THIS FORM

Position You are Applying For:		Date:	
If you are under the age of 18, how old are you?		Social Security Number: - -	
Last Name:	First Name:	Middle Initial:	
Address:	Apt. #:	City:	State: Zip Code:
Home Phone:	Work Phone:	Email Address:	
Do You Have a Valid Drivers License: <input type="checkbox"/> Yes <input type="checkbox"/> No		State:	Number:

Were you ever discharged or forced to resign from any position? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Explain:
Have you ever been employed by Spanish Fork City? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, from to
Position:	Department:	
Are you related to any Spanish Fork City employee? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Name:
Relationship:	Department:	City Position:
Have you served in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Branch:
Date Entered Active Duty:	Date Released Active Duty:	
Have you ever been convicted of any violation of the law? <input type="checkbox"/> Yes <input type="checkbox"/> No Exclude traffic violations. (A conviction will not necessarily disqualify an applicant from the position sought.) If yes, explain fully on a separate sheet.		

EDUCATION:
High School Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No High School Equivalency? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you presently attending school? <input type="checkbox"/> Yes <input type="checkbox"/> No
SKILLS:
Office/Other Equipment Operated Such as Computer:

Why do you want to work for Spanish Fork City?
We may need to call your present/past employers for information.
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No May we contact your former employers? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY: Please tell us about your past/present employment by completing the boxes below.	
Name of Employer:	Job Title:
Address:	Supervisor:
Phone:	Ending Salary Per Month:
Dates of Employment: (list mo. and yr.) From: To:	Reason for Leaving:
Description of Duties: _____ _____	
Name of Employer:	Job Title:
Address:	Supervisor:
Phone:	Ending Salary Per Month:
Dates of Employment: (list mo. and yr.) From: To:	Reason for Leaving:
Description of Duties: _____ _____	
Name of Employer:	Job Title:
Address:	Supervisor:
Phone:	Ending Salary Per Month:
Dates of Employment: (list mo. and yr.) From: To:	Reason for Leaving:
Description of Duties: _____ _____	

APPLICANT'S STATEMENT AND AUTHORITY TO RELEASE INFORMATION
(Required for ALL Positions)

I understand that this employment application and any other city documents are not contracts of employment, and any person hired may be terminated by the employer at any time for any reason. I understand that any oral or written statements to the contrary are expressly disavowed and should not be relied upon by a prospective or existing employee. I understand that Spanish Fork City may modify, change, or revoke any of its employment policies, pay practices, and benefits without my agreement. I hereby state that all answers on this application are true and understand that falsifying this information can lead to termination if hired. **I UNDERSTAND THAT IN ACCORDANCE WITH CITY POLICY, FINAL CANDIDATES ARE SUBJECT TO AN ALCOHOL / DRUG TEST AS A CONDITION OF EMPLOYMENT.**

I hereby authorize any and all persons, companies, or agencies to release any and all background information, of a confidential or privileged nature, relevant to this application and any pertinent information they may have to the hiring authorities of Spanish Fork City. I release all such parties from all liability of every kind as the result of furnishing the same to Spanish Fork City. This information is to be used to assist the City in determining my qualifications and fitness for the position I am seeking. I hereby release Spanish Fork and its officers, agents and employees from any liability for the use of any and all of the foregoing information, in consideration for being reviewed for the aforesaid position.

Signature of Applicant

Date

IF YOU ARE UNDER 18 YEARS OF AGE, YOUR PARENT/GUARDIAN MUST SIGN THIS SECTION

Dear Parent(s)/Guardian:

Spanish Fork City makes every attempt to comply with State and Federal regulations regarding the safety and welfare of it's workers. In this respect, we would like to inform you of an important city policy.

For their safety, part-time minors who work for the city are required to comply with all city safety policies, including drug/alcohol testing. To be hired as an employee in any position, the candidate is subject to this testing. The testing is done by a professional service and complies with Federal Regulations.

We appreciate your cooperation with this process. Please feel free to contact me if you have any questions regarding this letter (798-5000, X27)

I hereby grant permission for my son/daughter _____ to work for Spanish Fork City and to be tested for drugs and alcohol according to city policy.

Signed: _____
(Parent's Signature)

SPANISH FORK CITY IS AN EQUAL OPPORTUNITY EMPLOYER



**Authority for Release of Information
Employment & Volunteer Background Check Release**



Last Name _____ First Name _____ Middle Name _____
 Current Address _____ City _____ State _____ Zip _____
 DOB _____ SSN _____ Phone # _____

Drivers License

State _____ Number _____ Exp. Date _____ CDL? Yes / No

Have you ever lived outside of Utah for reasons other than Church or Military Service? YES / NO

I, _____, do hereby authorize a release of and full disclosure of all criminal history records, or any part thereof, concerning myself, by and to any duly authorized agent of Spanish Fork City, whether said records are of public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of arrest, trial and/or convictions for alleged or actual violations of law. Any information discovered may be used to consider my suitability for employment and/or volunteer work with Spanish Fork City.

I agree to indemnify and hold harmless Spanish Fork City and its elected officials, officers, employees, agents, and volunteers from and against all claims, damages, losses, and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request

A photocopy of this release will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Signature

Yes, please provide me a copy of any history that may be found.

Date

For Office Use Only

Verified by Picture ID Checked by _____ ID Type _____ Date _____

No History Checked by _____ Date _____

See Attached History Checked by _____ Date _____

Approved _____ Not Approved _____ By _____ Date _____