

# SUMMIT COUNTY EMPLOYMENT APPLICATION

Summit County considers applicants for all positions without regard to race, color, sex, national origin, age, or disability, marital or veteran status, or any other legally protected status.

**PLEASE TYPE OR PRINT CLEARLY IN INK.  
A SEPARATE APPLICATION IS REQUIRED FOR EACH POSITION.**

Position Applied for		Date of Application
Last Name	First Name	Middle Initial
Mailing Address	Physical Address	City, State, Zip Code
Telephone Numbers		
Home	Work	Cell
Email Address		

Have you been employed by Summit County before?  Yes  No

Have you been convicted of a crime in adult court, excluding traffic violations?  Yes  No

If you have been convicted of a crime (excluding minor traffic offenses) as an adult, attach additional sheets giving dates, type of conviction (misdemeanor or felony) details and penalties for each occurrence, including dates of any probational periods. Each conviction will be judged in relation to time, seriousness, circumstances and relationship to the position for which you are considered. For law enforcement positions or positions of fiduciary trust you will be subject to a thorough background check.

Employment desired:  Full time  Part time  Temporary  Seasonal

Have you completed a high school degree or GED?  Yes  No

List any languages, other than English, in which you are fluent. \_\_\_\_\_

List any relatives presently employed by Summit County. \_\_\_\_\_

Describe any specialized training and extra-curricular activities.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Education</b> University, Community, Business or Technical College and city/state	Date Attended	Official Major	Degree Yes/No	Type Degree

Trade School, Correspondence Course or Apprenticeship and city/state	Date Attended	Subject/Field	Course Completed	Type Certification

List any professional or trade licenses, certificates or registrations.

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Specialized skills. Please check or list skills, computer programs and equipment operated:

<input type="checkbox"/> PC	<input type="checkbox"/> 10 key	<input type="checkbox"/> CAD	_____
<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Word Processing		_____
<input type="checkbox"/> Database	<input type="checkbox"/> Desktop Publishing		_____
<input type="checkbox"/> Other	_____		
_____			

# Employment Experience

List your most recent job first. Please include military experience and volunteer activities.

Employer	Dates (Month/Year)
Address	From:
Telephone Number	To:
Job Title	
Duties	Salary/hour
	Start:
	Finish:
Reason for Leaving	Supervisor Name
	Title

Employer	Dates (Month/Year)
Address	From:
Telephone Number	To:
Job Title	
Duties	Salary/hour
	Start:
	Finish:
Reason for Leaving	Supervisor Name
	Title

Employer	Dates (Month/Year)
Address	From:
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Duties	Salary/hour
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Address	From:
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Job Title	
Duties	Salary/hour
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Reason for Leaving	Supervisor Name
	Title

Employer	Dates (Month/Year)
Address	From:
Telephone Number	To:
Job Title	
Duties	Salary/hour
	Start:
	Finish:
Reason for Leaving	Supervisor Name
	Title

If you need additional space, please continue on a separate sheet of paper.

## References.

Please list three professional references.

1.	_____	_____
	(Name)	Telephone Number
2.	_____	_____
	(Address)	
	_____	_____
	(Name)	Telephone Number
3.	_____	_____
	(Address)	
	_____	_____
	(Name)	Telephone Number
	_____	_____
	(Address)	

### **READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT.**

By making this application, I hereby authorize any previous employers or references to give and release to the Summit County Personnel Department any and all information of whatever kind in either written or verbal form which relates to my ability to perform the duties of the position for which I am applying. Any or all previous employers may be contacted. I release Summit County from any liability for the use of this information in considering and reviewing my application for the available position.

If I am applying for a position in law enforcement or for a position in which fiduciary trust is involved, I hereby authorize Summit County to conduct a thorough background investigation, to include identifying criminal offenses of which I may have been convicted. I hereby release Summit County or any other agency involved in releasing this information from any civil or criminal liability arising under law.

I affirm that this application for employment and any additional documentation contain no misrepresentations or falsifications and that the information is true and complete to the best of my knowledge and belief. I am aware, that should investigation at any time disclose any such misrepresentation or falsification I will be disqualified from further consideration or, if employed by Summit County, I may be terminated from employment.

I understand that Summit County is a drug free workplace conducting pre-employment, reasonable suspicion, post accident and follow-up drug testing for the illegal use of controlled substances. If the position for which I am applying for is considered safety sensitive, I understand that I am subject to random drug testing.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Please return the completed form to:

Summit County  
Personnel Department  
P.O. Box 128  
Coalville Utah 84017

Telephone 435-336-3265, 435-615-3265 Fax 435-336-3033, 435-615-3033  
employment@summitcounty.org  
website: www.summitcounty.org