



# APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should notify a representative of the Personnel Office.

CARBON COUNTY (referred to as “the COUNTY”) only employs those individuals authorized to work in the United States. This application is subject to the Certification and Agreement on page 4.

***Applicants selected for employment with the COUNTY will be required to pass a physical examination and pre-employment drug screen. Applicants will also be required to satisfactorily pass a criminal background check. Additional background checks may be required depending on the position.***

## Information Regarding Social Security Number Disclosure

\*Privacy Act Notice: As an applicant, disclosure of your social security number is voluntary and will not disqualify you from applying for a position. If you are hired, Section 6109 of the Internal Revenue Code requires you to give your valid social security number to persons who must file information returns with the IRS to report certain information such as earnings and payroll taxes. The COUNTY confidentially maintains your social security number for identification purposes and appropriate uses related to document matching and administering benefits. THE COUNTY will provide information to the IRS, to any third party who provides this information to the IRS on behalf of THE COUNTY and may provide this information to other agencies only if required to comply with federal or state laws.

THE COUNTY is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, national or ethnic origin, disability, marital status, veteran status, or any other classification prohibited by federal, state, or local law. THE COUNTY adheres to and upholds the mandate set by the Utah Right to Work Law in that the right of persons to work for the COUNTY “shall not be denied or abridged on account of membership or non membership in any labor union, labor organization or any other type of association.” The exercise of this right to work is “protected and maintained free from undue restraints and coercion.” (Utah Code Ann. §§ 34-34-1 to -17)

THE COUNTY is a smoke-free environment and, as such, prohibits smoking in all facilities and vehicles.

THE COUNTY is a drug-free workplace.

This application is merely an application for employment and not an employment agreement and should not be construed as such. Additionally, the statements in the applications should not be construed to impose any contractual obligation on THE COUNTY.

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**PERSONAL INFORMATION**

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Are you legally eligible for employment in the United States?

Yes  No

*PLEASE PRINT AND COMPLETE APPLICATION IN FULL*

Position(s) applied for:			Date of application
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Last Name	First Name	Middle	
Address			
<hr/>			
Street	City	State	Zip
<hr/>			
Home Telephone	Work	Other	

Have you ever been employed by THE COUNTY?

Yes

No

If referred by a current employee, please list full name of employee: \_\_\_\_\_

List any names of any relatives actively employed by THE COUNTY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date Available: \_\_\_\_\_

Full-Time  Part-Time  Temporary

Desired Shift:  Days  Rotation

Should the position require on call status, would you be able to fulfill the request?  Yes  No

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**JOB SKILLS**

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Professional licenses, registrations and certifications.				
Lic/Reg/Cert Type	License #	State	Expiration Date	Trade or professional organization membership

**EDUCATION**

Do you have a high school diploma or equivalency?  Yes  No

Higher Education	Name and Location	Graduate? – Degree?	Major/Subjects of Study
College or University			
Specialized Training, Trade School, etc.			
Other Education			

**EMPLOYMENT HISTORY** May we contact your current employer?  Yes  No

1	Employer Name and Address			
	Supervisor Name, Title		Supervisor Phone Number	
	Duties or Responsibilities	Date Employed		Wage Salary
		From	To	
Reason for no longer working for this employer				

2	Employer Name and Address			
	Supervisor Name, Title		Supervisor Phone Number	
	Duties or Responsibilities	Date Employed		Wage Salary
		From	To	
Reason for no longer working for this employer				

3	Employer Name and Address			
	Supervisor Name, Title		Supervisor Phone Number	
	Duties or Responsibilities	Date Employed		Wage Salary
		From	To	
Reason for no longer working for this employer				

**Have you ever been convicted of an offense other than a minor traffic violation?** D Yes D No

Most convictions will not automatically disqualify job candidate. The seriousness of an offense, how the offense relates to the position for which you are applying, the date of the conviction, and rehabilitation are taken into consideration. In order to maintain a safe environment and protect the property, facilities, etc of THE COUNTY, all applicants are required to answer this question truthfully.

If yes please explain:

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Type of Offense: \_\_\_\_\_

Final Ruling: \_\_\_\_\_

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## REFERENCES

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Provide three additional work-related references who are <b>NOT</b> related to you.			
1.	Name	Occupation	Years Known
	Organization Name		Daytime Phone
2.	Name	Occupation	Years Known
	Organization Name		Daytime Phone
3.	Name	Occupation	Years Known
	Organization Name		Daytime Phone

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## CERTIFICATION AND RELEASE OF INFORMATION WAIVER

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I certify that the information I provided in this application is complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission of facts in this application disqualifies me from further consideration.

I authorize CARBON COUNTY to investigate all statements contained in this application and understand that I may be required to provide verification (diploma, license, transcripts, etc.) of information contained in this application. I understand that the COUNTY may perform a criminal history background check as necessary for the sole purpose of assisting the qualified person to make employment or promotion decisions about me.

I understand that to be considered as a formal applicant, the position for which I am applying must be specifically identified as open, and recruitment for the position going on at the time this application is received by the Human Resources Department. Further, I understand that I have the right to review and respond to any information obtained by the COUNTY pursuant to this release and that I must make a written request to review and/or respond to this information.

I understand that any employment offer is contingent upon the following: (1) producing documents establishing my eligibility to work in the United States; (2) satisfactorily passing criminal background and reference checks, and (3) complying with the COUNTY's pre-employment application procedures.

I hereby release THE COUNTY, County Commission, and any other agents or agencies representing THE COUNTY from any damages of, or resulting from furnishing the information described above.

**By signing my name and submitting this application to THE COUNTY, I acknowledge that I have read the certification and release for information and agree to abide by its terms.**

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Signature

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Date

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**ONLY FOR LAW-ENFORCEMENT RELATED POSITIONS**

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Are you currently Peace Officer Standards and Training (POST) certified in Utah or have an equivalent certification from another state?  Yes  No

Special Functions Specify State(s): \_\_\_\_\_

Corrections Specify State(s): \_\_\_\_\_

Law Enforcement Officer Specify State(s): \_\_\_\_\_

Dispatcher Specify State(s): \_\_\_\_\_

Other \_\_\_\_\_ Specify State(s): \_\_\_\_\_

For Law Enforcement or Corrections Officer position, are you currently 21 years old or older or will you be by the time of potential employment?  Yes  No

**READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS STATEMENT:** Having made application for employment with Carbon County for the position of \_\_\_\_\_, I hereby authorize Carbon County to conduct a detailed background investigation and understand that all information pertaining to this application and investigation will be kept confidential to the extent permitted by law but can and will be released to those authorized pursuant to applicable statute but only when properly requested pursuant to those statutes. I hereby release Carbon County or any other agency involved in releasing this information from any civil or criminal liability arising under any federal, state, or local statute. I understand that should any investigation disclose any misrepresentation, falsification, omission or concealment of material fact, my application may be rejected and my name removed from any and all consideration, including removal from any eligibility list kept by Carbon County, and, if already employed by Carbon County, I may be dismissed. I also understand that certain information or offenses may preclude me from further consideration or results in termination.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## VETERAN'S PREFERENCE

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This information is voluntary; however, disclosure of this information is required if you wish to be given preference:

Have (1) you served (a) in active duty in the armed forces for more than 180 consecutive days, or, (b) were you a member of a reserve component in which you served in a campaign or expedition for which a campaign medal has been authorized, and (2) were you honorably discharged?  Yes  No

Are you a veteran with a disability (percentage of disability is irrelevant)?  Yes  No

Are you the spouse or unmarried widow or widower of a veteran?  Yes  No

Are you a purple heart recipient?  Yes  No

Are you a retired member of the armed of the armed forces?  Yes  No

**If you answered yes to any of the questions above, please attach a copy of the veteran's honorable discharge paperwork (such as a DD-214) showing the dates of service. A spouse or unmarried widow or widower must also submit a copy of a marriage certificate.**