



DAVIS APPLIED TECHNOLOGY COLLEGE
A Utah College of Applied Technology Campus
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Application may be duplicated in its entirety. U.S. law requires that, if hired, you must furnish appropriate documentation establishing IDENTITY and EMPLOYMENT ELIGIBILITY. Your application is valid only for the position applied for and a new application must be submitted for each position.

Please use a typewriter or print clearly in ink.

DATE OF APPLICATION ____/____/____ POSITION CLOSING DATE ____/____/____

POSITION APPLIED FOR _____ JOB NO: _____

NAME _____

 Last First Middle

ADDRESS _____

 Number Street

_____()_____()_____
 City State Zip Code Home Phone Work Phone

Have you ever filed an application with us before? ____ Yes ____ No

 If Yes, give date and position applied for _____

Have you ever been employed with us before? ____ Yes ____ No

 If Yes, give date and position _____

Are you currently employed? ____ Yes ____ No date available for work? _____

Available : (Check all that apply) ____ Full Time ____ Part Time (list times available) ____ Temporary (list times and dates available) _____

Are you currently on "lay-off" status and subject to recall? ____ Yes ____ No

 If Yes, give approximate date of recall _____

Do you have any relatives that work at the College? ____ Yes ____ No

 If Yes, give name and position _____

Have you been convicted of a felony within the last 7 years? ____ Yes ____ No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

PLEASE READ THE FOLLOWING CAREFULLY:

I certify that the information contained on this application is correct and understand that any omission or erroneous information would be grounds for immediate dismissal. I authorize the references listed to give any information concerning my previous employment and release all parties from all liability for any damage that may result from furnishing information. By applying for a position at the College, I understand that it does not create promises or contractual obligations between the College and its employees and if offered a position does not create a contractual obligation upon DATC to continue to employ me in the future.

The College is an Equal Opportunity Employer. Various Federal, State, and Local laws prohibit discrimination on account of race, color, religion, sex, age, national origin, disability or veterans status. It is the College's policy to comply fully with these laws and information requested on this application will not be used for any purpose prohibited by law.

Signature: _____ Date: _____

EMPLOYMENT EXPERIENCE AND REFERENCES

Starting with your most current position, include job related military service assignments and volunteer activities. List the most current information on addresses and phone numbers. The College is allowed to notify the companies listed below, unless noted otherwise. Applicant voluntarily and knowingly authorizes any former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release any and all information concerning my former employment, which may include, performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and options regarding suitability for employment. Applicant releases all parties from any liability for any damage that may result from furnishing this information.

Employer	Date Employed – From	Date Employed - To
Address	Hourly Rate/Salary - Start	Hourly Rate/Salary - End
Phone #'s	Job Title	Supervisor
Reason for Leaving		
List duties specific to this job.		
May we contact this employer?		

Employer	Date Employed – From	Date Employed - To
Address	Hourly Rate/Salary - Start	Hourly Rate/Salary - End
Phone #'s	Job Title	Supervisor
Reason for Leaving		
List duties specific to this job.		
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Address	Hourly Rate/Salary – Start	Hourly Rate/Salary - End
Phone #'s	Job Title	Supervisor
Reason for Leaving		
List duties specific to this job.		
May we contact this employer?		

REFERENCES- Personal References (other than relatives or former employers listed above).

Name and Relationship	Address	Phone #

Business References (other than relatives or former employers listed above).

Name and Relationship	Address	Phone #

In connection with my application for employment in a position which involves the care, custody or control of children, I hereby authorize the College to review my past and present employment, education, and conduct a criminal history background check to ascertain any and all information which may be pertinent to my employment qualifications. I do hereby release all persons, organizations, or government agencies, from any damages of, or resulting from, furnishing such information.

Prospective Employee Signature

Date

COLLEGE USE ONLY		Applicant meets minimum job requirements: _____ YES _____ NO
Entered in HR Only Company Sys		
Hire Date		
Position Hired For:		
New Hire Packet Completed:		
Data entered in Computer		

DAVIS APPLIED TECHNOLOGY COLLEGE
A Utah College of Applied Technology Campus
Supplemental Questionnaire

Applicants Name: _____ **Date:** _____

Social Security: _____ **Position Applied For:** _____

Note: It is important that you give complete and truthful answers to the following questions. If you answer "YES" to any of them, please provide your explanation(s) on a separate sheet of paper. Include convictions resulting from a plea of nolo contendere (no contest).

OMIT: 1) traffic fines of \$100.00 or less, 2) any violation of law committed before your 16th birthday, 3) any violation law committed before your 18th birthday, if finally decided in juvenile court or under a Youth Offender law, 4) any conviction set aside under the Federal Youth Corrections Act or similar State law. We will consider the date, facts, and circumstances of each event you list. In most cases, you can still be considered for College employment. However, if you fail to tell the truth or fail to list all relevant events or circumstances, this may be grounds for not hiring you, or grounds for dismissal after you begin work.

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. During the last 10 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of specific problems? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have you ever been arrested for, convicted of, or forfeited collateral for any felony or Class A misdemeanor violation? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you ever been arrested for, convicted of, or forfeited collateral for any firearms or explosives violation? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are you now under charges for any violation of law? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Have you ever been convicted by a military court-martial? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Have you been found pursuant to a criminal, civil or administrative action to have committed a sexual offense against a minor child or had any substantiated child abuse charges filed against you? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Have you voluntarily resigned or surrendered a professional license or certificate in the face of a charge relating to incidents in items 1-6 above? |

I hereby verify that the information provided in this Supplemental Questionnaire is true and correct to the best of my knowledge. Any misstatement omission or misinformation is grounds to not hire or for immediate dismissal.

If hired, I hereby agree to abide by the policies of the Davis Applied Technology College, I understand that before I am hired, a Criminal Background Investigation may be required, and that I will be responsible to pay the fee.

Applicant's Signature: _____ **Date:** _____

It is the policy of the College to fill each vacancy and newly created position(s) with the most qualified person available. Positions will be filled without regard to race, age, religion, national origin, sex, or disability. Qualifications will be based upon the necessary education, certification, skill, knowledge, and competencies required for the position.