



HINCKLEY TOWN, INC.

PO BOX 138 - 161 EAST 300 NORTH

HINCKLEY, UTAH, 84635

PHONE: 435-864-3522 FAX: 435-864-3341

EMAIL: hclerk@frontiernet.net

Website: hinckleytown.org

EMPLOYMENT APPLICATION

Hinckley Town, Inc. is an Equal Opportunity Employer. If you need reasonable accommodation to the application and/or interview process please notify the Hinckley Town Office.

PLEASE PRINT OR TYPE (This form is available in electronic format at www.hinckleytown.org)			
Position Applied For (One position per application). Application marked "Any" or similar verbiage will not be considered.		How did you hear about our job opening?	Date of Application
Hinckley Town generally hires at the entry level. Salary ranges are advertised when consideration may be given to hire above the entry step. Please note, you may not be contacted for an interview if your salary requirements exceed our advertised amounts or if undeclared.			
Required Minimum Salary: \$		/hour.	
Name (Last, First, Middle)			
Address (Street)		City	State
			Zip
Telephone Number		Mobile/Other Phone Number	
May we Contact You At Work? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unemployed		Work Phone Number	
E-Mail Address - Many communications about the status of your application are made via e-mail. Please type or print legibly.			
Are you willing to work a schedule that includes weekends and/or holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you claiming Veteran's Employment Rights? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If so, you must attach a copy of form DD-214 to this application.	
If you are applying for a position that requires driving, do you currently have a valid driver license?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
Have you had a driver's license (not learner's permit) for at least 12 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
If you are applying for a position that requires a CDL, do you currently have a valid CDL?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
Hinckley Town's driving standards require that you possess and maintain a driving record that is acceptable to Hinckley Town's insurability and risk management expectations and that you report violations or problems relevant to your driving record or license during your employment.			

EMPLOYMENT HISTORY

THIS SECTION MUST BE COMPLETED EVEN IF RESUME IS ATTACHED!

Provide the following information for your past and current employers, military service, or volunteer activities starting with the most recent. Include all temporary work and account for breaks in service. If necessary, make duplicate copies of this sheet or add a supplemental sheet.

Employer		Date From: _____ To: _____	
Your Name While Employed		Job Title	
Address (Street)	City	State	Zip
Telephone Number	Supervisor's Name		
Starting Salary \$ _____ <input type="checkbox"/> Year / <input type="checkbox"/> Hour	Ending Salary \$ _____ <input type="checkbox"/> Year / <input type="checkbox"/> Hour		
Responsibilities And Duties:			
Reason For Leaving: <input type="checkbox"/> Layoff <input type="checkbox"/> Discharged (Military) <input type="checkbox"/> Quit <input type="checkbox"/> Fired (Explain) _____ <input type="checkbox"/> Other (Explain) _____			

Employer		Date From: _____ To: _____	
Your Name While Employed		Job Title	
Address (Street)	City	State	Zip
Telephone Number	Supervisor's Name		
Starting Salary \$ _____ <input type="checkbox"/> Year / <input type="checkbox"/> Hour	Ending Salary \$ _____ <input type="checkbox"/> Year / <input type="checkbox"/> Hour		
Responsibilities And Duties:			
Reason For Leaving: <input type="checkbox"/> Layoff <input type="checkbox"/> Discharged (Military) <input type="checkbox"/> Quit <input type="checkbox"/> Fired (Explain) _____ <input type="checkbox"/> Other (Explain) _____			

Employer		Date From: _____ To: _____	
Your Name While Employed		Job Title	
Address (Street)	City	State	Zip
Telephone Number	Supervisor's Name		
Starting Salary \$ _____ <input type="checkbox"/> Year / <input type="checkbox"/> Hour	Ending Salary \$ _____ <input type="checkbox"/> Year / <input type="checkbox"/> Hour		
Responsibilities And Duties:			
Reason For Leaving: <input type="checkbox"/> Layoff <input type="checkbox"/> Discharged (Military) <input type="checkbox"/> Quit <input type="checkbox"/> Fired (Explain) _____ <input type="checkbox"/> Other (Explain) _____			

Attach additional sheet if necessary.

EDUCATION

THIS SECTION MUST BE COMPLETED EVEN IF RESUME IS ATTACHED!

CHECK THE HIGHEST GRADE YOU HAVE COMPLETED IN YOUR FORMAL SCHOOLING

9 10 11 12 13 14 15 16 17 18 19 20
High School College Masters/Doctorate

If you did not graduate from high school do you have a GED or equivalency? Yes No

College, Business or Trade Schools Name, City and State	Major or Vocational Subjects	Year Received	Degree Awarded
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1.			
2.			

ADDITIONAL SKILLS AND QUALIFICATIONS

Use this area to list any additional information you think would help us evaluate your application. Include special skills, training, licenses, and or certificates you possess that will aid you in performing the essential job-related functions of the position for which you are applying. (I.e. typing certificate, fork lift certification, CDL.)

REFERENCES (Professional references preferred. Do not list family members.)

Name	Association	Daytime Telephone Number	# of Years Known
1.			
2.			
3.			

APPLICANT'S STATEMENT & AGREEMENT

References & General Pre-offer Inquiries. I understand that Hinckley Town may conduct a preliminary (generally pre-offer) inquiry as part of the recruitment process. This may include, but is not limited to, contacting my current & past employers, references, or those who have knowledge of my overall suitability for employment with Hinckley Town. Such inquiries may be done at any point in the recruitment process. I authorize those individuals to disclose to Hinckley Town all records and information pertinent to me. I hereby fully waive any rights or claims I have against my employers, their employees and representatives, as well as other persons or firms who release or disclose information to Hinckley Town, and release them from any and all liability claims or damages that may directly or indirectly result from the use or disclosure of any information.

Criminal History Convictions. In compliance with Utah law and Hinckley Town policies & procedures, Hinckley Town will not require the disclosure of a criminal conviction before an initial interview or if no interview is conducted, before making a conditional offer of employment. This does not preclude Hinckley Town from asking an applicant for information about criminal conviction history during an initial interview or after an initial interview. I may be required to provide Hinckley Town with a copy of my criminal background report for each state I have lived in the past 10 years (additional years may be evaluated based on the position). I understand criminal records do not necessarily disqualify me from employment and Hinckley Town will look at the relevancy of the crime to the position applied for, the date it occurred, and the nature of the crime.

Other Background Screenings. After a conditional offer of employment has been signed, Hinckley Town may conduct additional background checks to evaluate my suitability for the position to which I have applied and may include, but is not limited to obtaining an investigative consumer report/credit report for jobs dealing with financial matters and obtaining a driving record for jobs that require driving. I understand that if I ask Hinckley Town, in writing, whether such a report has been obtained, and it has been, Hinckley Town will provide me with the name, address, & telephone number of the consumer-reporting agency making the report. I understand that I may request and promptly receive a copy of the report obtained from a consumer-reporting agency.

Drug & Alcohol Testing. I understand that any offer of employment may be contingent upon my passing tests for the presence of drugs and alcohol in my system. I understand that at any time after I am hired, Hinckley Town may require me to submit to a drug/alcohol screen if I am employed in a safety sensitive position or a job requiring testing pursuant to the Department of Transportation guidelines. To the extent permitted by law, I consent to the disclosure of the results of drug/alcohol screens to Hinckley Town.

Equal Opportunity. I understand that Hinckley Town will make reasonable accommodations for employees with disabilities and that I should notify them of my needs. I understand that Hinckley Town is an Equal Opportunity Employer and does not discriminate in regards to disabilities, race, religion, sex, age, national origin, or color.

P&P Amendment. I understand that, and agree that, Hinckley Town reserves the right to develop, enforce, or modify town personnel guidelines/policies as necessary and that such changes will replace any previous applicable processes and/or procedural applications.

Accuracy Certification. I certify that all the information provided by me in this application, in any other documents supplied by me in connection with my employment, and in any interview is true and correct. I have not withheld anything that would, if disclosed, affect the application unfavorably. I understand that furnishing information which is found to be false in any respect or omitting unfavorable information, is grounds for the rejection of this application or for my discharge at any time or rescission of a job offer.

**I have read the above Applicant's Statement & Agreement and understand it.
DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT'S STATEMENT & AGREEMENT**

Signature of Applicant _____ (Required) Date _____