

# SAN JUAN COUNTY

## EMPLOYMENT APPLICATION

### INSTRUCTIONS TO APPLICANTS

#### PLEASE READ INSTRUCTIONS ON THIS PAGE BEFORE COMPLETING APPLICATION

1. You may apply for any position currently open for recruitment by filing this application the San Juan County Personnel Department.
2. Applicants may be required to undergo drug testing as a condition of employment for safety sensitive positions.
3. **YOU MUST FILE AN OFFICIAL SAN JUAN COUNTY APPLICATION FOR EACH AND ALL POSITIONS AND TITLES IN ORDER TO BE CONSIDERED FOR EMPLOYMENT.** Applications must be received by the deadline indicated in the recruitment announcement. If more space is needed, attach an addendum using the same application format. Resumes may be submitted as an attachment, but will not be accepted in lieu of the County application. Applications which include wording such as “see resume” will not be accepted. College transcripts or other official documents (original or photocopy) are required when claiming college credit and must accompany your application. False statements, evidence of fraud or deceit in connection with this application will disqualify you from examination or appointment, and if discovered after employment are grounds for discharge. This application and all attached documents are official records of the County and cannot be returned.
4. Your completed application will be used to determine your eligibility for the position for which you are applying. Your application will be accepted or rejected based on the minimum qualifications on the recruitment announcement. If your application is rejected, you may appeal in writing to the County department evaluating your application.
5. Certain positions may require an examination. Examinations can consists of one or a combination of the following methods; written examination, rating based on training and experiences, oral examination, performance examination. If your are applying for a position that requires an oral, written, or performance examination, you will be notified of the time and place of your examination. If you pass the required examination, your name will be placed on an eligible register.
6. All County employees hired on or after November 6, 1986: Federal law now requires supervisors/employers to review documents verifying your identity and eligibility to work in the United States, and complete Form I-9 (Employment Eligibility Verification). Your supervisor (or designee) will be requesting you to provide this documentation. Supervisor/employers are in violation of the law if the documents are not reviewed and Form I-9 completed.
7. Your application will not be rejected because of your race, color, national origin, religion, sex, age, or disability, except as legally required and indicated on the vacancy notice.
8. No person shall be disqualified for County employment solely because of prior conviction for a crime. However, a person may be denied County employment if the prior criminal conviction is directly related to the position of employment sought.
9. You must keep the County Personnel department advised in writing of all changes that could affect your availability for employment, such as change of name, change of address, additional education or additional work experience, or if you no longer desire employment with the County. When submitting supplemental information, you must identify the job title being referenced.
10. If you are invited to a hiring interview, it is your responsibility to provide the selecting official with additional documents, (resume, transcripts, etc.) as requested.
11. If you desire further information regarding County employment, application, examination, classification, or pay, you should write the San Juan County Personnel Department, P.O. Box 9, Monticello, Utah 84535.

**I. APPLICANT INFORMATION**

APPLYING FOR: \_\_\_\_\_

(Position Title)

NAME (Last, First, Middle Initial) \_\_\_\_\_

OTHER NAMES PREVIOUSLY USED \_\_\_\_\_

NO. & STREET, R.D., OR POST OFFICE BOX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

(Day)

(Evening)

(Work)

SOCIAL SECURITY NUMBER \_\_\_\_\_

**II. VETERAN'S PREFERENCE** is determined by active military service for 90 or more consecutive days. Disabled veteran's preference is determined by active military service and a disability of 30% or more incurred in the line of duty, whether or not the person completed 90 days of active duty. Persons claiming veteran's or disabled veteran's preference must submit a photocopy of their honorable discharge (such as DD-214) showing date of service with each application. Veteran's claiming disability must also submit a letter of verification of 30% or more disability from the Veteran's Administration dated within the last 90 days.

Do you claim Veteran's Preference?

// Yes

// No

If yes, "X" one of the following:

// 1. As a veteran

// 2. As an unremarried surviving spouse of a veteran.

Do you claim Disabled Veteran's Preference? If yes, "X" one of the following:

// Yes

// No

// 1. As a disabled veteran

// 2. As a spouse of a disabled veteran not gainfully employed due to military related disability.

// 3. As an unmarried surviving spouse of a disabled veteran.

**III. REFERENCES:** List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying:

FULL NAME

ADDRESS

BUSINESS OR  
OCCUPATION

TELEPHONE  
NUMBER

Check if you will accept // Permanent // Temporary // Full Time // Part time // Shift Work  
// Night Work // Rotating Shifts

If employed, are you willing to accept the approved salary for the position? // Yes // No

**SAN JUAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of San Juan County to Provide and promote equal opportunity employment, compensation, and other terms and conditions of employment without discrimination because of race, sex, religion, national origin, age, or disability. The County provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.

Have you graduated from High School or received a High School Equivalency Diploma (GED)?  
// Yes // No If no, circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Name and location of college or University	Dates		Credits completed		Major (Semester/qtr.. hours)	Year of Degree
	From	To				

Certificates: List job related professional or trade licenses, certificates, or registration:

Languages: List languages you speak, read, and write other than English: \_\_\_\_\_

**IV. EXPERIENCE:** Begin with your present or most recent job and describe in the boxes below all periods of employment, such as paid (full or part time), volunteer, self employed and/or military service. Account for your time during any intervals of unemployment other than when attending school. Attach sheets if necessary, using the same format.

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Last Month Pay \_\_\_\_\_ Hour per week \_\_\_\_\_

Your job title \_\_\_\_\_ Supervisor Name and Title \_\_\_\_\_

Duties:

Reason for leaving or seeking other employment:

Employer \_\_\_\_\_ Telephone \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Last Month Pay \_\_\_\_\_ Hour per week \_\_\_\_\_

Your job title \_\_\_\_\_ Supervisor Name and title \_\_\_\_\_

Duties

Reason for leaving or seeking other employment:

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Employer \_\_\_\_\_ Telephone \_\_\_\_\_ From \_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Last Month Pay \_\_\_\_\_ Hour per week \_\_\_\_\_

Your job title \_\_\_\_\_ Supervisor Name and title \_\_\_\_\_

Duties:

Reason for leaving or seeking other employment:

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Employer \_\_\_\_\_ Telephone \_\_\_\_\_ From \_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Last Month Pay \_\_\_\_\_ Hour per week \_\_\_\_\_

Your job title \_\_\_\_\_ Supervisor Name and title \_\_\_\_\_

Duties:

Reason for leaving or seeking other employment:

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Employer \_\_\_\_\_ Telephone \_\_\_\_\_ From \_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Last Month Pay \_\_\_\_\_ Hour per week \_\_\_\_\_

Your job title \_\_\_\_\_ Supervisor Name and title \_\_\_\_\_

Duties:

Reason for leaving or seeking other employment:

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Employer \_\_\_\_\_ Telephone \_\_\_\_\_ From \_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Last Month Pay \_\_\_\_\_ Hour per week \_\_\_\_\_

Your job title \_\_\_\_\_ Supervisor Name and title \_\_\_\_\_

Duties:

Reason for leaving or seeking other employment:

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V. Have you, since the age of 18, been convicted of a crime, excluding minor traffic offenses? If yes, give dates, details, and penalties for each occurrence, including dates of any probationary periods. Attach additional sheets if necessary. (Note: Each conviction will be judged in relation to time, seriousness, circumstances, and relationship to the position sought, and will not necessarily bar you from employment.)  
// Yes ? // No

Would accommodation/assistance be helpful to you in taking the examination for this position? If yes, describe on a separate sheet. // Yes // No

If the position for which you are applying requires driving a vehicle, do you possess a current driver's license? If yes, please specify type. // No // Yes Type\_\_\_\_\_

If the position for which you are applying is hazardous in nature, including but not limited to working with or around heavy equipment or hazardous materials, are you 18 years of age or older? //Yes //No

Have you ever been employed by San Juan County? If yes, please explain on a separate sheet. Include the following information: when, where, name of supervisor; and reason for termination.// Yes // No

Are you a citizen by birth or a naturalized citizen of the United States? // Yes // No  
If no, are you eligible to work in the United States? // Yes // No

Are you willing to have your current employer contacted regarding your employment record?  
// Yes // No (This question does not apply to current county employees.)

**Read the following paragraph carefully before signing this statement:** I affirm that this application contains no misrepresentation or falsification 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, my application will be rejected or, if employed by a county department, I may be terminated from employment. I further authorize any of my employers (subject to my answer to the previous question) or references to give San Juan County any private or confidential information concerning my employment record. Finally, I authorize that copies of this form may be furnished to other hiring County departments.

\_\_\_\_\_  
Signature of applicant (original, not photocopy or stamp)

\_\_\_\_\_  
Date

**VI. Complete this section only for law enforcement related positions and other approved positions identified in county job announcement.**

Are you 21 years of age or older? (**Law Enforcement/Corrections only**) // Yes // No

**Read the following carefully before signing this statement:** Having made application with San Juan County for the position of \_\_\_\_\_, I hereby authorize San Juan County to conduct a thorough background investigation in any and all aspects of activities, convictions and criminal record. I understand that all information will be kept confidential and released only to authorized individuals. I also understand that any falsification of data on my part will result in disqualification from further consideration (prior to hire) or dismissal (if already hired); and that certain offenses may bar me from further consideration or result in termination. I hereby release San Juan County or any other organization involved in releasing this information from any civil or criminal liability arising under the Federal Rights and Privacy Act or other applicable State or county statutes.

\_\_\_\_\_  
Signature of applicant (original, not photocopy)

\_\_\_\_\_  
Date