

# Fillmore City

75 West Center Street · Fillmore, Utah 84631  
(435) 743-5233 · Fax: (435) 743-5195

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

## EMPLOYMENT APPLICATION FILLMORE CITY JUSTICE COURT CLERK

### PERSONAL INFORMATION

Name \_\_\_\_\_ *First* *M.I.*  
*Last* *Social Security Number*  
Address \_\_\_\_\_ *Mailing Address*  
*City* *State* *Zip Code*  
Telephone \_\_\_\_\_ *Home* *Work* *Cell*

This is a part-time position - hours may vary from week to week depending on need, not to exceed 20 hours/week.

Date Available \_\_\_\_\_  
Are you employed?  Yes  No Salary Range \$9.50 - \$11.00 DOE  
May we contact your present employer?  Yes  No  
Have you ever been employed with Fillmore City?  Yes  No  
When? \_\_\_\_\_

### EDUCATION

High School Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No Name of High School Attended _____			
College or Trade School Attended	Major or Vocational Subjects	Length of Time	Degree/Certificate

### WORK HISTORY

Firm Name _____	Dates of Employment _____
Address _____	
<i>Mailing Address</i>	<i>City</i> <i>State</i> <i>Zip Code</i>
Telephone _____	Reason for Leaving _____
Name of Supervisor and Job Responsibilities	
_____	
_____	

**WORK HISTORY** *(continued)*

12/2011

Firm Name \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
*Mailing Address City State Zip Code*  
Telephone \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Name of Supervisor and Job Responsibilities  
\_\_\_\_\_  
\_\_\_\_\_

Firm Name \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
*Mailing Address City State Zip Code*  
Telephone \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Name of Supervisor and Job Responsibilities  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL QUALIFICATIONS AND SKILLS**

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

**REFERENCES**

Name	Address	Telephone	Business

**CERTIFICATION OF APPLICANT**

I certify that all statements made in this application are true and correct, and that any misstatement of material facts may subject me to disqualification or dismissal. Also, I authorize verification of all statements made in this application.

Signature \_\_\_\_\_

Please attach a current resume.

**FILLMORE CITY IS AN AT WILL, EQUAL OPPORTUNITY EMPLOYER**

## APPLICANT'S STATEMENT

Please read carefully before signing the Application.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize Fillmore City to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I also authorize Fillmore City to secure financial and credit information through an appropriate agency.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, and employment references. I further understand that any false information, misleading statements, or omission of facts will be sufficient cause for rejection of my application if Fillmore City has not employed me, and for immediate dismissal if Fillmore City has employed me.

In the event of my employment with Fillmore City, I will comply with all rules, regulations, and policies set forth in policy manuals or other communications. I understand Fillmore City promotes an alcohol/drug free workplace and I agree to abide by the guidelines set forth in Fillmore City's alcohol/drug abuse policy.

I also understand that Fillmore City has the right to modify any of its policies without giving notice of the changes to me. No promises of employment have been made to me. I acknowledge that Fillmore City employs individuals under the employment-at-will doctrine and that this is not subject to any changes. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that Fillmore City retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statements.

I agree to furnish a background check and submit to random drug testing.

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

***Fillmore City is an equal opportunity employer, and does not discriminate in any employment practice on the basis of race, religion, sex, age, national origin, marital status, veteran's status, or disability. No question on this application is intended to secure information which could be of a discriminatory nature.***