

DAVIS COUNTY

Office of Personnel Management

28 East State Street, Room 218, P.O. Box 618, Farmington, Utah 84025
(801) 451-3415 TDD # (801) 451-3228

PLEASE READ PRIOR TO COMPLETING AN APPLICATION

GENERAL INFORMATION. The Office of Personnel Management has a copy of an official job announcement for each career service opening which outlines position duties, minimum qualifications, and closing date. If you would like a copy of this announcement, please ask. If a position is designated Career Service Exempt, the employee will be an "at-will" employee and can be terminated at any time with or without cause. **All successful applicants for positions in the County must successfully pass a drug screen prior to employment. Davis County provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.**

APPLICATION FORM. In order to obtain complete information which can be used in making hiring decisions, we require you to complete an Official Davis County Employment Application. If you submit a resume without an application you will not be considered for employment. Applications must be submitted by 5:00 P.M. on the closing date of the job announcement. Your completed application will be used to determine your eligibility for the available position, so it is very important the application is complete. You are responsible for stating your qualifications fully and in an understandable manner. **If more space is needed to give full answers or explanations, attach additional sheets.** Letters of recommendation or commendation should not be submitted. You are required to submit a copy of license, certification, or registration you claim on your application. You will not be given credit without appropriate documentation. When referring to dates, give month, day, and year. **Applications for clerical positions must include a type test taken in the Davis County Personnel Office and dated within the last year.**

EDUCATION VERIFICATION. **You are required to submit photocopies of official transcripts, or certificates of completion for any education or training beyond high school you claim on your application, at the time of application.** Transcripts may also be required during the final interview process. You will not be given credit for any education you do not have documented.

VETERAN PREFERENCE. If you claim veteran preference, you must submit a copy of Form DD214, certifying honorable veteran status. If you claim disabled veteran preference, you must also submit a letter of verification from the Veteran's Administration dated within the last 90 days.

EQUAL EMPLOYMENT OPPORTUNITY. Davis County is an equal employment opportunity employer. Everyone who meets the minimum position qualifications will have the same opportunity for employment. Your application will not be rejected because of your race, color, national origin, religion, sex, age, or disability.

HOW JOB VACANCIES ARE FILLED. If a position is designated "competitive," an examination, administered by Personnel, is required. Examinations consist of one or a combination of the following methods: a written examination, a rating based on training and experience, an oral examination, or a performance examination. Upon request of a County Department a certified list of names is furnished from the register to fill vacancies. Once a register is developed, it may remain in effect for one year. During this year, it will be used to fill positions without further announcement of vacancy. If a position is designated as "noncompetitive" an examination is not required. All applicants interested in noncompetitive positions will be certified to the hiring department for consideration in accordance with department selection procedures.

EXPERIENCE EVALUATION METHODS. Most registers are developed by establishing a rank order of applicants based on the amount and type of experience. The number of applications received for a vacancy influences the strictness of the evaluation criteria. Evaluation criteria is developed by Personnel in consultation with a knowledgeable person from the hiring department. All applications are screened against the minimum qualifications with those meeting minimum qualifications being rated against the evaluation criteria. This rating establishes the applicant's rank on the register.

NOTIFICATION TO APPLICANTS. If you are applying for a **merit** position you should receive written notification regarding the status of your application within three weeks of the advertised closing date of the position. Since a considerable amount of time is required to screen and evaluate the applications, please do not contact Personnel to inquire about your status as an applicant unless you do not receive notice within three weeks. If you are applying for a **non-merit** position (part-time, temporary or seasonal), you will receive no formal communication regarding the status of your application. Applicants selected as finalists for non-merit positions will be contacted by the hiring department.

**** If you are selected for employment, you will be required to prove United States citizenship and your eligibility to work in the United States, as evidenced by appropriate documentation.****

EXPERIENCE (List most recent job first)

A COMPLETE WORK HISTORY IS REQUIRED

Attach additional sheets if necessary, using the same format.

Company Name:		Supervisor's Name/phone #:	
Company Address:			
Job Title:		Hours Worked per week:	
From:	To:	Starting Wage:	Ending Wage:
Month/Day/Year	Month/Day/Year		
Duties:			
Reason for Leaving:			

Company Name:		Supervisor's Name/phone #:	
Company Address:			
Job Title:		Hours Worked per week:	
From:	To:	Starting Wage:	Ending Wage:
Month/Day/Year	Month/Day/Year		
Duties:			
Reason for Leaving:			

Company Name:		Supervisor's Name/phone #:	
Company Address:			
Job Title:		Hours Worked per week:	
From:	To:	Starting Wage:	Ending Wage:
Month/Day/Year	Month/Day/Year		
Duties:			
Reason for Leaving:			

REFERENCES: (Do not list relatives or previous employers listed above)

Name	Address	Telephone	Years Known

I hereby authorize investigation of all statements contained herein and grant any previous/current employer or listed individual permission to give and release to Davis County and its representatives any and all information of whatever kind they may have concerning me, whether on record or not. I also release them and/or the company from any liability for any damage whatsoever of issuing same. I release Davis County and its representatives of any liability for the use of this information in considering and reviewing my application for the available position and during my employment if I am selected. I hereby certify all statements made in this application and all other documents are true and complete. I understand and agree any misrepresentation herein shall be sufficient cause to deny employment or to terminate my employment at any time.

Signature

Date

DAVIS COUNTY APPLICANT DRIVING HISTORY
(Required for positions that entail any on-the-job driving)

1. Driver Licenses:

State:		Endorsements:	
License Number:		Commercial (CDL):	Class A
Expiration Date:			Class B
Other:		Regular Operator:	Class C
			Class D

2. Driving Experience:

Class of Equipment	Type of Equipment (Van, Truck, Flat)	Dates From To	Approximate Miles

3. Accident Record for past 3 years (Attach sheet if necessary):

Dates	Nature of Accident	Fatalities	Injuries

4. Traffic Convictions and forfeitures for the past 3 years (Other than parking violations):

Location	Date	Charge	Penalty

5. Have you ever been denied a license, permit or operating privilege? YES NO If yes, provide a statement giving details on page 7.
 6. Has any license, permit or privilege ever been suspended or revoked? YES NO If yes, provide a statement giving details on page 7.

7. YOU MUST ATTACH PROOF OF AUTOMOBILE INSURANCE. Must include applicant's name and policy period.

8. MOTOR VEHICLE REPORT REQUIREMENT (Please check one and sign the bottom):

I understand that an official and current Motor Vehicle Report (MVR) is required and must be submitted with my application in order to be considered for this position. I have obtained an MVR from the State Drivers License Division and have attached it to this application.

OR

I understand that an official and current Motor Vehicle Report (MVR) is required and must be submitted with my application in order to be considered for this position. I hereby authorize Davis County Office of Personnel Management to retrieve my MVR (Utah only) and use the information contained therein in connection with this application.

Applicant Signature

Date

CERTIFICATE OF LICENSE AND INSURANCE COVERAGE

SECTION A - DRIVERS LICENSE VERIFICATION

I certify that I have a valid and appropriate Utah driver license and that the information contained below is complete and accurate. I agree to notify the Personnel Office immediately if my license expires or is revoked. I agree that each time I endorse a mileage reimbursement check I am certifying I possess a valid driver license. I understand if I drive a vehicle while in the course of performing my job without a valid and appropriate license I will be subject to disciplinary action which may include termination.

Drivers License Number	Type of License	Expiration Date
Signature: _____		Date: _____

SECTION B - AUTO INSURANCE VERIFICATION

I certify that I have at least the minimum insurance required by Utah State Laws on each vehicle I operate while performing my job. I agree to have such coverage in effect while using my vehicle(s) when employed. I agree to notify the Personnel Office immediately if my insurance coverage ceases to be in effect for any reason. I agree that each time I endorse a mileage reimbursement check I am certifying my insurance coverage is still in effect. I understand that if I drive a vehicle while in the course of performing my job without the minimum coverage amounts I will be subject to disciplinary action which may include termination.

I understand the minimum insurance required by state law includes the following:

1. No fault coverage (PIP).
2. A "25-65-15" liability policy which covers at least \$25,000 per individual for bodily injuries and \$65,000 minimum per accident or \$65,000 total per accident which can be used for bodily injuries or property damage.
3. Property damage coverage of at least \$15,000.
4. Uninsured motorist coverage of \$25,000 per person and \$65,000 per accident.

Signature: _____	Date: _____
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Revised: 9/07/2004

**DAVIS COUNTY
PRE-EMPLOYMENT/PRE-VOLUNTEER
ALCOHOL AND DRUG TESTING NOTICE AND CONSENT FORM**

Printed Name

Last

First

Middle

Position applied for

As part of the employment/volunteer process, I hereby voluntarily agree to be tested for the presence in my body of controlled substances. I've been given the opportunity to review Davis County's Drug Free Workplace Testing policy. I understand that I must successfully pass a drug test as a condition precedent to my employment/volunteering. Further, I understand that while I am employed/volunteering by Davis County I may be subject to drug testing under certain circumstances specified in the policy.

I hereby acknowledge and agree that my employment/volunteering is conditional upon successfully passing the drug test. I agree to report for a drug test at First Med, 214 West 1500 South, Bountiful, Utah or Work Care, 2084 North 1700 West, #D, Layton, Utah within 24 hours of notification to report for drug testing. I understand and agree that if I do not successfully complete the drug test within 24 hours of receiving the authorization that I may lose the position that has been conditionally offered to me. I further agree to authorize the release of the results of these tests to Davis County. This release will expire six (6) months from the date signed below.

Signature

Date

Revised 3/9/10

DAVIS COUNTY AFFIRMATIVE ACTION SHEET

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To better help Davis County satisfy Merit System principles and meet our Equal Employment Opportunity requirements including affirmative action, we would appreciate your responses to the information below. The information requested on this sheet is voluntary. This information will assist the County in applicant tracking, reporting, and other legal requirements. Failure to answer will not subject applicants to disparate treatment. This form will be detached from your application during the recruitment process. If you are hired, the information will be used to assist Davis County in complying with Federal Reporting Requirements.

POSITION APPLIED FOR:

Referral Source: Newspaper
 Friend/Davis County Employee
 Davis County Website
 Workforce Services
 Other:

Your Name:

Date of Birth: Month Day Year

Sex: Male Female

Marital Status: Single Married

Race: White
 Black
 Hispanic
 Asian or Pacific Islander
 American Indian or Alaskan Native
 Other

I certify that all of the above information is accurate.

Signature

Date

Additional space for detailed statements. (See page 3 for questions 5 & 6)

Have you ever been convicted of violating any law? If yes, explain fully. A conviction may not bar you from employment but will be reviewed as part of your complete application for the position.

5. Have you ever been denied a license, permit or operating privilege? If yes, provide a statement giving details (Month and Year).

6. Has any license, permit or privilege ever been suspended or revoked? If yes, provide a statement giving details (Month and Year).

Signature

Date

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