

# Iron County

Human Resource Department  
82 N 100 E Suite 204  
Cedar City, UT 84720  
(435) 477-8335

## Iron County Government Employment Application Instructions

*Please read prior to completing an application*

Thank you for your interest in employment with Iron County. All successful applicants for positions in the County must successfully pass a drug screen and criminal background screening prior to employment. Iron County provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans With Disabilities Act.

**COMPLETE AN OFFICIAL APPLICATION FORM:** In order to obtain complete information which can be used in making hiring decisions, the county requires you to complete an Official Iron County Employment Application. Applications must be submitted (in person, by email or postmarked) by 5:00 pm MST on the closing date of the job posting. Your signed completed application will be used to determine your eligibility for the vacant position. It is important the application is complete. If more space is needed to give full answers or explanations, attach additional sheets using the same application format. Unless requested within the job posting resumes will not be accepted. Letters of recommendation or commendation should not be submitted. You are required to submit a copy of license or certification you claim on your application. Credit will not be given without appropriate documentation. NOTE: Mailed applications *must be* addressed to the Human Resource Department, 82 N 100 E Ste 204, Cedar City, Utah 84720.

**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. Transcripts may also be required during the final interview process. You will not be given credit for any education without proper documentation.

**VETERAN PREFERENCE:** If you wish to 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.

**HOW POSITION VACANCIES ARE FILLED:** The Human Resource Department in consultation with the hiring department will screen applications for minimum qualifications. The selection process will consist of a hiring interview and may include any one, or a combination of the following: Application and/or supplemental review/rating, written examination, performance test and or oral examination. The Human Resource Department reserves the right to call the most qualified applicants to any of the examinations. False statements, evidence of fraud or deceit in connection with your application will disqualify you from examination or employment, and if discovered after employment are grounds for discharge.

**NOTIFICATION TO APPLICANTS:** If you are applying for a full time 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 Human Resources to inquire about your status as an applicant unless you do not receive notice within three weeks. If you are applying for a part-time, temporary or seasonal position, you will receive no formal communication regarding the status of your application. 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.

**EQUAL EMPLOYMENT OPPORTUNITY:** Iron 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.

Federal law requires supervisors/employers to review documents verifying your identity and eligibility to work in the United States and to complete Form I-9 (Employment Eligibility Verification). You will be required to provide this documentation. Supervisors/employers are in violation of the law if the documents are not reviewed and Form I-9 is not completed.

Upon employment, the Human Resource Office will require a copy of your current Social Security Card and Driver's License. Your Social Security Card is to ensure County employment forms match the name on the Social Security Card. The Driver's License will be used to complete a driving background check.

If you desire further information regarding Iron County employment, please contact Human Resources at (435) 865-5373 or email requests to [jobs@ironcounty.net](mailto:jobs@ironcounty.net).

Applicant Copy



# Employment Application

82 N 100 E SUITE 204,  
CEDAR CITY, UT 84720  
(435) 477-8335  
[jobs@ironcounty.net](mailto:jobs@ironcounty.net)

Name \_\_\_\_\_  
First Middle Initial Last

Mailing Address \_\_\_\_\_  
Street (PO Box) City State Zip

Phone Number \_\_\_\_\_ Message Phone \_\_\_\_\_

Email: \_\_\_\_\_

Date of Application \_\_\_\_\_ Have you worked for Iron County Previously: Yes  No

Position Applying For: \_\_\_\_\_

Type of Employment Desired: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Temporary or Seasonal \_\_\_\_\_

For jobs requiring driving only: Do you possess a valid Utah driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you legally eligible for employment in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Date you can start: \_\_\_\_\_ Are you employed now? \_\_\_\_\_

May we inquire of your present employer? \_\_\_\_\_ Referred by: \_\_\_\_\_

Additional information may be provided by attaching additional sheets.

## EDUCATION

	Name/Location	Did you Graduate?	Degree Received
High School			
College			
Graduate School			
Trade or Business School			

List any courses you have taken or certifications you have which are required or directly relate to the position you are applying for: \_\_\_\_\_

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

**JOB RELATED ABILITIES**

Please describe your experience related to the performance of this job (including technical skills).

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**WORK EXPERIENCE**

Please list all work experience. Attach additional sheets if necessary.

Dates of Employment	Name, Address and Phone # of Employer	Name of Supervisor	Starting Salary	Ending Salary	Reason for Leaving
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Brief Description of Duties:

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Brief Description of Duties:

Note: The Human Resource Department will provide reasonable accommodations for any applicant during the application, examination or interview process. If you have special needs, please call 435-865-5373

**REFERENCES**

Give the name and address of three references who are not former employers and are not related to you.

Name	Address	Phone	Years Known	Business

After reaching the age of 18 years or older, have you ever been charged with an offense other than a minor traffic violation that has resulted in something other than dismissal? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please give dates, type of offense, location and disposition: \_\_\_\_\_

(Convictions do not bar applicant from employment, but will be evaluated according to the time, circumstances, and severity.)

Are you related to anyone currently working for Iron County? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of employed relative: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

What do you understand to be the minimum requirements of this job, and how do you feel you meet these requirements? (Attach additional information if necessary.)

If you have any questions, please contact the Human Resource Department.

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsification of this information is grounds for refusal to hire or, if hired, dismissal.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information to you. I authorize you to request and receive such information. In consideration for my employment and my being considered for employment by Iron County, I agree to conform to the rules and regulations of Iron County and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by Iron County at any time, at the County's sole option and without any prior notice to me.

Potential employees may be requested to provide a specimen for drug testing. I understand that by signing this application I am giving Iron County authorization to test. All positive tests will be reviewed by a medical review officer. Test results are confidential. Iron County will pay fees for all required drug testing.

I acknowledge that I have been advised that this application will remain active only for the time period in which the position I applied for remains open.

I authorize investigation of all statements contained in this application and an investigation of my background, including any and all criminal history records and driver's license history. I understand that the findings of the investigation may or may not bar me from employment with Iron County.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Iron County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**IRON COUNTY  
EEO/AFFIRMATIVE ACTION INFORMATION**

The information below is needed to measure the effectiveness of our recruitment efforts and is to help us conform with federal government guidelines which require us to compile statistical information about applicants for employment. You are not required to furnish this information, but are encouraged to do so. This information will not influence selection and will not be used as a basis for selection; it is merely for statistical purposes.

This information sheet will be immediately detached from the application and kept in a confidential file separate from the Employment Application.

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Position Applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Please mark appropriately: \_\_\_\_\_ Male \_\_\_\_\_ Female

**ETHNIC CATEGORY (Please check one):**

- WHITE** (Not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
- BLACK** (Not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa
- HISPANIC**: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
- ASIAN OR PACIFIC ISLANDER**: All persons having origins in any of the original people of the Far East, Southeast Asia, Indian Sub continent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- AMERICAN INDIAN OR ALASKAN NATIVE**: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliations or community recognition.

Please check if the following categories are applicable:

**DISABLED INDIVIDUAL:**

- Any person who has 1) physical or mental impairment that substantially limits one or more of his or her major life activities; 2) has a record of such impairment, or 3) is Regarded as having such an impairment.

**VETERANS ELIGIBILITY:**

- Any individual who has served on active duty in the armed forces for more that 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions.
- A disabled veteran with any percentage of disability
- The spouse or unmarried widow or widower of a veteran
- A purple heart recipient
- A retired member of the armed forces who retired below the rank of major or its equivalent