

Iron County

Human Resource Department – 82 N. 100 E. Suite 204 – Cedar City, UT 84720

Office Phone: (435) 477-8335 --- Email: jobs@ironcounty.net

Iron County Employment Application Instructions:

Thank you for your interest in employment with Iron County. Please read and adhere to the following instructions in order to complete the application process. Applicants who fail to complete or follow the process in its entirety may be disqualified.

COMPLETE AN OFFICIAL APPLICATION FORM: In order to obtain complete and accurate information to be used in making hiring decisions, Iron County requires each applicant to complete an Official Iron County Employment Application. Applications must be submitted in person, by email, or by mail to the Iron County Human Resource Department. All application must be received (or postmarked) by 5:00 pm MST on the closing date of the job posting (no exceptions). The completed and signed application will be used to determine your initial eligibility for the position. If more space is needed to provide full answers or explanations, attach additional sheets (using the same format) as needed. Unless specified within the job posting, resumes will generally not be accepted, other than a supplement to the required application. Letters of recommendation or commendation should not be submitted, unless specifically requested or outlined in the job posting.

EDUCATION VERIFICATION: You are required to submit photocopies of official transcripts, licenses, and/or certificates of completion for any education, certification, or training (beyond high school) that you claim on your application. Iron County “may” request official transcripts be submitted as a requirement during the final interview process. Please note that you will not be given credit for any education, certification, or training 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 to see if minimum qualifications are met. The selection process will then 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 select and call the applicants deemed most qualified to perform any of the proceeding requirements. False statements and/or evidence of fraud or deceit, in connection with any application, will result in disqualification. If discovered after employment, such actions will be considered 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 often required to screen and evaluate the applications, please do not contact Human Resources to inquire about the status as an application 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 unless selected for employment. 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. All applicants meeting the minimum position qualifications will receive consideration during the employment and selection process. Regardless of race, color, national origin, religion, sex, age, or disability, all applications will receive equal employment opportunity.

ADDITIONAL INFORMATION: 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) documentation. Iron County will require strict compliance with all Form I-9 requirements.

Upon employment, the Human Resource Department will require a copy of Social Security Card and current Driver’s License be provided in order to ensure verification of name and social security number for payroll and other employment records and to verify driving record when required.

In conjunction with any preliminary job offer from Iron County, the applicant will be required to successfully pass a drug and criminal background screening prior to employment.

Iron County will provide reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.



Employment Application

82 North 100 East, Suite 204

Cedar City, UT 84720

www.ironcounty.net

Name _____
First Middle Initial Last

Mailing Address _____
Street (PO Box) City State Zip

Date of Application _____ Email Address _____

Phone Number _____ Receive Text Messages? Yes _____ No _____

Position Applying For _____

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

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

Driver's License Number and Type/Class _____

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

Are you 18 years of age or older? Yes _____ No _____

Date you would be eligible to start: _____

Are you currently employed? Yes _____ No _____

May we inquire of your present employer? Yes _____ No _____

Referred by: _____

EDUCATION

	Name/Location	Years Completed	Degree Received
High School			
College/University			
Graduate School			
Trade/Tech/Other			

IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Describe any ability, knowledge, or special recognition awards you consider to be significant:

List any courses you have taken and/or licenses/certifications you possess, which are required, or directly relate to the position you are applying for: _____

JOB RELATED ABILITIES

Please describe your experience related to the performance and/or requirements of this job (including technical skills):

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:

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:

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:

WORK EXPERIENCE CONTINUED

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:

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:

REFERENCES

Please provide the name and address of three people who are not former employers and are not related to you.

Name	Address	Phone	Years Known	Business

Have you ever been discharged, forced to resign, or formally disciplined by an employer? Yes _____ No _____

If yes, please explain: _____

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

If yes, please provide the name of employed relative: _____
 Relationship to you: _____

IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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.)

CERTIFICATION OF APPLICANT:

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 IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Iron County to recruit, hire, and promote qualified applicants without regard to their race, color, religion, sex, age, national origin, disability, or other areas covered by federal, state, or local fair employment laws and regulations.

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) 477-8335.

Applications must be submitted directly to the Iron County Human Resource Department in person, by email, or by mail by 5:00 pm MST on the closing date of the job posting (no exceptions).

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

**82 North 100 East, Suite 204
Cedar City, Utah 84720**

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**IRON COUNTY
EEO/AFFIRMATIVE ACTION INFORMATION**

The below requested information is needed in order to measure the effectiveness of recruitment efforts and to ensure compliance with federal hiring guidelines. These guidelines require employers to compile statistical information about applicants. 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 detached from the application and kept in a separate and confidential file in compliance with record keeping requirements.

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 impairment.

VETERANS ELIGIBILITY:

- Any individual who has served on active duty in the armed forces for more than 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.