

# Central Utah Clinic, PC

## Employment Application

### Applicant Information

Full Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First M.I.

Address \_\_\_\_\_  
Street City State Zip Code

Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

Position applied for \_\_\_\_\_ Date available \_\_\_\_\_ Desired salary \_\_\_\_\_

If hired, can you show proof of U.S. Citizenship or proof of your right to work in the U.S.?  Yes  No

Have you ever worked for this company?  Yes  No

If yes, please give dates and positions: \_\_\_\_\_

Do you have any relatives that work at Central Utah Clinic?  Yes  No

If yes, list their names: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If yes, please explain: \_\_\_\_\_

I give consent for Central Utah Clinic to conduct a criminal background check?  Yes  No

### Employment History

*Begin with the most recent*

Name of Present or Last Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Job title: \_\_\_\_\_

Dates employed: \_\_\_\_\_ to \_\_\_\_\_ Starting salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Present or Last Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Job title: \_\_\_\_\_

Dates employed: \_\_\_\_\_ to \_\_\_\_\_ Starting salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Present or Last Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Job title: \_\_\_\_\_

Dates employed: \_\_\_\_\_ to \_\_\_\_\_ Starting salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Please list any computer skills, certifications and training that you may have that will assist you in performing the position that you are applying for: \_\_\_\_\_

\_\_\_\_\_

**Education Information**

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
Did you graduate?  Yes  No

College: \_\_\_\_\_ Address: \_\_\_\_\_  
Did you graduate?  Yes  No Degree \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_  
Did you graduate?  Yes  No Degree \_\_\_\_\_

**Professional References**

List 3 *business / work* references that are not related to you..

Name	Relationship to you	Telephone No
Company Name	Address	City / State / Zip Code
Name	Relationship to you	Telephone No
Company Name	Address	City / State / Zip Code
Name	Relationship to you	Telephone No
Company Name	Address	City / State / Zip Code

**Disclaimer and Signature**

I certify that all information is true, complete and correct.

I authorize the employer, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding employer, its agents, employee or representative, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no questions on this application are used for that purpose.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to complete a new application.

I understand that if I am hired, that I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment or may result in my immediate discharge from the employer's service, when ever it is discovered.

*I certify that I have read, understand and accept all terms of this application.*

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

# This Employer Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or

citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

## NOTICE:

**Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.**

**Employment Verification.**  **Done.**

For more information on E-Verify, please contact DHS at:

**1-888-464-4218**



E-VERIFY IS A SERVICE OF DHS AND SSA

# Este Empleador Participa en E-Verify



Este empleador le proporcionará a la Administración del Seguro Social (SSA), y si es necesario, al Departamento de Seguridad Nacional (DHS), información obtenida del Formulario I-9 correspondiente a cada empleado recién contratado con el propósito de confirmar la autorización de trabajo.

**IMPORTANTE:** En dado caso que el gobierno no pueda confirmar si está usted autorizado para trabajar, este empleador está obligado a proporcionarle las instrucciones por escrito y darle la oportunidad a que se ponga en contacto con la oficina del SSA y, o el DHS antes de tomar una determinación adversa en contra suya, inclusive despedirlo.

Los empleadores no pueden utilizar E-Verify con el propósito de realizar una preselección de aspirantes a empleo o para hacer nuevas verificaciones de los empleados actuales, y no deben

restringir o influenciar la selección de los documentos que sean presentados para ser utilizados en el Formulario I-9.

## A V I S O:

**La Ley Federal le exige a todos los empleadores que verifiquen la identidad y elegibilidad de empleo de toda persona contratada para trabajar en los Estados Unidos.**

A fin de poder determinar si la documentación del Formulario I-9 es válida o no, este empleador utiliza la herramienta de selección fotográfica de E-Verify para comparar la fotografía que aparece en algunas de las tarjetas de residente y autorizaciones de empleo, con las fotografías oficiales del Servicio de Inmigración y Ciudadanía de los Estados Unidos (USCIS).

Si usted cree que su empleador ha violado sus responsabilidades bajo este programa, o ha discriminado en contra suya durante el proceso de verificación debido a su lugar de origen o condición de ciudadanía, favor ponerse en contacto con la Oficina de Asesoría Especial llamando al 1-800-255-7688 (TDD: 1-800-237-2515).

**Employment Verification.**  **Done.**

Para mayor información sobre E-Verify, favor ponerse en contacto con la oficina del DHS llamando al:

**1-888-464-4218**



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# IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



**If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.**

**You should know that –**

No employer can deny you a job or fire you because of your national origin.

Unless mandated by law or government contract, employers cannot require you to be a U.S. Citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call 1-800-255-7688. TDD for the hearing impaired is 1-800-237-2515.

In the Washington, D.C., area, please call 202-616-5594, TDD 202-616-5525

Or write to:  
U.S. Department of Justice  
Office of Special Counsel - NYA  
950 Pennsylvania Ave., N.W.  
Washington, DC 20530

**U.S. Department of Justice  
Civil Rights Division**

Office of Special Counsel for  
Immigration-Related Unfair  
Employment Practices



