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| DWS-WDD 304Rev. 11/2017 | C:\Users\chrisgordon\Downloads\Logo_symbol_BW_Hires.pngState of UtahDepartment of Workforce Services**MASTER APPLICATION** |  |

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| **The purpose of a Master Application is to have all of your contact information, education, experience, and skills in one document for completing employment applications.** |
| **1. Applicant Information** |
| Name: |       |  |       |  |       |
|  | Last |  | First |  | Middle Initial |
| Address: |       |
|  | Street address |
|  |       |  |       |  |       |
|  | City |  | State |  | Zip |
| Home phone: |       | Cell phone: |       |
| Email address: |       | Are you a veteran? …….. | [ ]  Yes [ ]  No |
| Have you ever been convicted of a misdemeanor or felony? ………………….... | [ ]  Yes [ ]  No |
| If yes, please explain:  |       |
|  |
| **2. Employment Interest** |
| List the positions you are interested in by specific title (typist, carpenter, auto mechanic). |
| 1st choice: |       | 2nd choice: |       |
| Available to work:  | [ ]  Full time [ ]  Temporary [ ]  Part time [ ]  Shift work |
| Date you can start: |       | Desired salary: |       |
|  |
| **3. References**  |
|  | **Name/Title** | **Company/Address** | **Telephone/Email** |
|  | **Professional** |
|  |       |       |       |
|  |       |       |       |
|  |       |       |       |
|  | **Personal** (Persons not related to you who you have known at least one year.) |
|  |       |       |       |
|  |       |       |       |
|  |
| **4. Work History**: List your work experience, beginning with most recent, for the past ten (10) years. |
| **Employer:**  |       |
| Dates of employment from: |       | to: |       |
| Address: |       |  |       |  |       |  |       |
|  | Street address |  | City |  | State |  | ZIP |
| Supervisor’s name: |       | Phone & email: |       |
| Salary starting: |       | Salary ending: |       |
|  |  |  |  |
|  | Job title, responsibilities, and duties:       |
|  | Reason for leaving: |       |
|  |  |
|  | **Employer:** |       |
| Dates of employment from: |       | to: |       |
| Address: |       |  |       |  |       |  |       |
|  | Street address |  | City |  | State |  | ZIP |
| Supervisor’s name: |       | Phone & email: |       |
| Salary starting: |       | Salary ending: |       |
|  |  |  |  |
|  | Job title, responsibilities, and duties:       |
| Reason for leaving: |       |
|  |  |  |
|  | **Employer:** |       |
| Dates of employment from: |       | to: |       |
| Address: |       |  |       |  |       |  |       |
|  | Street address |  | City |  | State |  | ZIP |
| Supervisor’s name: |       | Phone & email: |       |
| Salary starting: |       | Salary ending: |       |
|  |  |  |  |
|  | Job title, responsibilities, and duties:       |
| Reason for leaving: |       |
|  |  |
|  |  |  |
|  | **Employer:** |       |
| Dates of employment from: |       | to: |       |
| Address: |       |  |       |  |       |  |       |
|  | Street address |  | City |  | State |  | ZIP |
| Supervisor’s name: |       | Phone & email: |       |
| Salary starting: |       | Salary ending: |       |
|  |  |  |  |  |
|  | Job title, responsibilities, and duties:       |
| Reason for leaving: |       |
|  |  |  |
|  | **Employer:** |       |
| Dates of employment from: |       | to: |       |
| Address: |       |  |       |  |       |  |       |
|  | Street address |  | City |  | State |  | ZIP |
| Supervisor’s name: |       | Phone & email: |       |
| Salary starting: |       | Salary ending: |       |
|  |  |  |  |  |
|  | Job title, responsibilities, and duties:       |
| Reason for leaving: |       |
|  |  |  |
|  | **Employer:** |       |
| Dates of employment from: |       | to: |       |
| Address: |       |  |       |  |       |  |       |
|  | Street address |  | City |  | State |  | ZIP |
| Supervisor’s name: |       | Phone & email: |       |
| Salary starting: |       | Salary ending: |       |
|  |  |  |  |  |
|  | Job title, responsibilities, and duties:       |
| Reason for leaving: |       |
|  |
|  |
|  |
| **5. Education and Training** |
| **High School Name, City, State**: |       |
| **Highest level completed:** | **[ ]** Diploma | **[ ]** GED | [ ]  Highest grade completed (1-12): |  |
|  |
| **College, business, trade schools** | **Location** | **Major** | **Dates attended** | **Degree/ Certificate or # of credit hours** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|  |  |
| **Military dates of service** | **Discharge status** | **Operational code, duties and specialty training** |
|       |       |       |
|       |       |       |
|  |
| **Licenses and certifications** | **License number** | **Expiration** |
|       |       |       |
|       |       |       |
|       |       |       |
|  |
| **Special training/seminars, workshops** | **Location** | **Dates attended** | **Certificate** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|  |
| **Honors/awards/accomplishments** | **Name of organization awarding** | **Dates** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
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| **6. Special job skills** (words typed per minute, team player, self-starter, languages, computer hardware/software, machines/equipment): |
|       |
|       |
|       |
|       |
|  |  |  |  |
| **7. Volunteer Work** (paid or unpaid training, internships, externships, apprenticeships, organizational memberships, or community involvement) |
| **Organization:**  |       | Dates from: |       | to: |       |
| Address: |       |  |       |  |       |  |       |
|  | Street address |  | City |  | State |  | ZIP |
| Email address: |       | Phone: |       |
| Title, responsibilities, and duties: |       |
| Reason for leaving: |       |
|  |  |
| **Organization:**  |       | Dates from: |       | to: |       |
| Address: |       |  |       |  |       |  |       |
|  | Street address |  | City |  | State |  | ZIP |
| Email address: |       | Phone: |       |
| Title, responsibilities, and duties: |       |
| Reason for leaving: |       |
|  |  |  |
| **Organization:**  |       | Dates from: |       | to: |       |
| Address: |       |  |       |  |       |  |       |
|  | Street address |  | City |  | State |  | ZIP |
| Email address: |       | Phone: |       |
| Title, responsibilities, and duties: |       |
| Reason for leaving: |       |



***Equal Opportunity Employer Program***

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals

with speech and/or hearing impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162