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| --- | --- | --- |
| DWS-WDD 304  Rev. 11/2017 | C:\Users\chrisgordon\Downloads\Logo_symbol_BW_Hires.pngState of Utah  Department 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | 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: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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: | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
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| **3. References** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | **Name/Title** | | | | | | | | | | | | | | | | | **Company/Address** | | | | | | | | | | | | | | | | | | | | | **Telephone/Email** | | | | | | | | | | | | | | | | | | |
|  | | | **Professional** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | **Personal** (Persons not related to you who you have known at least one year.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
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|  | | Job title, responsibilities, and duties: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | Reason for leaving: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | **Employer:** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dates of employment from: | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | to: | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Address: | | | | | | |  | | | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |  |  | |
|  | | | | | | | Street address | | | | | | | | | | | | | | | | | |  | | City | | | | | | | | | | | | | | | | | | | | | | | |  | | State | | | |  | ZIP | |
| Supervisor’s name: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | Phone & email: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Salary starting: | | | | | | | | |  | | | | | | | | | | | | | | | | | | Salary ending: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
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|  | | Job title, responsibilities, and duties: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reason for leaving: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | **Employer:** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dates of employment from: | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | to: | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Address: | | | | | |  | | | | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |  |  | |
|  | | | | | | Street address | | | | | | | | | | | | | | | | | | |  | | City | | | | | | | | | | | | | | | | | | | | | | | |  | | State | | | |  | ZIP | |
| Supervisor’s name: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | Phone & email: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Salary starting: | | | | | | | | |  | | | | | | | | | | | | | | | | | | Salary ending: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
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|  | | Job title, responsibilities, and duties: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | **Employer:** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dates of employment from: | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | to: | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Address: | | | | | | |  | | | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |  |  | |
|  | | | | | | | Street address | | | | | | | | | | | | | | | | | |  | | City | | | | | | | | | | | | | | | | | | | | | | | |  | | State | | | |  | ZIP | |
| Supervisor’s name: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | Phone & email: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Salary starting: | | | | | | | | |  | | | | | | | | | | | | | | | | | | Salary ending: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
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|  | | Job title, responsibilities, and duties: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | **Employer:** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dates of employment from: | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | to: | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Address: | | | | | |  | | | | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |  |  | |
|  | | | | | | Street address | | | | | | | | | | | | | | | | | | |  | | City | | | | | | | | | | | | | | | | | | | | | | | |  | | State | | | |  | ZIP | |
| Supervisor’s name: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | Phone & email: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Salary starting: | | | | | | | | |  | | | | | | | | | | | | | | | | | | Salary ending: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
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|  | | Job title, responsibilities, and duties: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | Street address | | | | | | | | | | | | | | | | | |  | | City | | | | | | | | | | | | | | | | | | | | | | | |  | | State | | | |  | ZIP | |
| Supervisor’s name: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | Phone & email: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Salary starting: | | | | | | | | |  | | | | | | | | | | | | | | | | | | Salary ending: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
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|  | | Job title, responsibilities, and duties: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **5. Education and Training** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **High School Name, City, State**: | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Highest level completed:** | | | | | | | | | | | | | | | | | | Diploma | | | | | | | GED | | | | | | | | Highest grade completed (1-12): | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| **College, business, trade schools** | | | | | | | | | | | | | | **Location** | | | | | | | | | | | **Major** | | | | | | | | | | | **Dates attended** | | | | | | | | | | | | | | **Degree/ Certificate or # of credit hours** | | | | | | | | | |
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| **Military dates of service** | | | | | | | | | | | | | | | | | **Discharge status** | | | | | | | | | | **Operational code, duties and specialty training** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Licenses and certifications** | | | | | | | | | | | | | | | | | | | | | | | | | | | **License number** | | | | | | | | | | | | | | | | | | | | | | | **Expiration** | | | | | | | | | |
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| **Special training/seminars, workshops** | | | | | | | | | | | | | | | | | | | | | | | | **Location** | | | | | | | | | | | | **Dates attended** | | | | | | | | | | | | | | **Certificate** | | | | | | | | | |
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| **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): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **7. Volunteer Work** (paid or unpaid training, internships, externships, apprenticeships, organizational memberships, or community involvement) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Organization:** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Dates from: | | | | | | | | | | | | | |  | | | | to: | | |  | | | |
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| Title, responsibilities, and duties: | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | Street address | | | | | | | | | | | | | | | | | |  | | City | | | | | | | | | | | | | | | | | | | | | | | |  | | State | | | |  | ZIP | |
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|  | | | | | | | Street address | | | | | | | | | | | | | | | | | |  | | City | | | | | | | | | | | | | | | | | | | | | | | |  | | State | | | |  | ZIP | |
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***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