



565 East 4500 South, #A220
Salt Lake City, Utah 84107

EMPLOYMENT APPLICATION

Please handwrite the information on this application and complete all portions. Resumes will not be accepted in lieu of this information but will be accepted in addition.

DDI VANTAGE is an equal opportunity employer and does not discriminate on the basis of age, race, religion, national origin, gender, marital status, or disability. If you need assistance in completing this application, please contact Human Resources at (801) 266-3979.

Position applying for: _____ Date of application: _____

Name: _____

First Middle Last

Address: _____

Street City State Zip

Telephone: (____) _____ Cell Phone: (____) _____

Referral Source:

- Newspaper
- Website
- Walk-in
- Workforce Services
- Referral by _____
- Other _____

Have you previously applied to or worked for DDI VANTAGE? _____

If yes, explain _____

Have you been convicted of a felony, misdemeanor or other offense or currently have a pending charge - excluding any that have been lawfully removed from your record? *Conviction of a crime does not necessarily bar you from consideration for employment. DDI VANTAGE will consider the nature, date, and relevance of the offense to the position for which you are applying. (DDI VANTAGE runs a background check on all newly-hired employees.)*

- No
- Yes If yes, explain the charge, date, court, and disposition _____

AVAILABILITY FOR WORK

Type of employment desired: Part-time _____ Full-time _____ Temporary/Short Term _____

Date available to start work: _____ Hourly wage desired: _____

EMPLOYMENT HISTORY

Please complete the information beginning with the current or most recent employment.
Please include all of your job history that is relevant to the position you are applying for.

EMPLOYER	TELEPHONE	DATES EMPLOYED	JOB RESPONSIBILITIES
CITY AND STATE		WAGE	
JOB TITLE			
SUPERVISOR			
REASON FOR LEAVING			MAY WE CONTACT FOR A REFERENCE?
EMPLOYER	TELEPHONE	DATES EMPLOYED	JOB RESPONSIBILITIES
CITY AND STATE		WAGE	
JOB TITLE			
SUPERVISOR			
REASON FOR LEAVING			MAY WE CONTACT FOR A REFERENCE?
EMPLOYER	TELEPHONE	DATES EMPLOYED	JOB RESPONSIBILITIES
CITY AND STATE		WAGE	
JOB TITLE			
SUPERVISOR			
REASON FOR LEAVING			MAY WE CONTACT FOR A REFERENCE?
EMPLOYER	TELEPHONE	DATES EMPLOYED	JOB RESPONSIBILITIES
CITY AND STATE		WAGE	
JOB TITLE			
SUPERVISOR			
REASON FOR LEAVING			MAY WE CONTACT FOR A REFERENCE?

Explain any major gaps in employment _____

Other language skills, including sign language _____

Summarize special training, skills, licenses, or certificates related to the position for which you are applying _____

EDUCATIONAL BACKGROUND

Complete the information that is applicable for the last three schools attended.

School	# Years	Degree/ Diploma	Year	Major	Minor

REFERENCES

List the names and phone numbers of **business** references other than those previously listed. If none are available, list three school or personal references *not related to you*. **Exclude information revealing gender, race, religion, national origin, age, disability, or any other protected class.**

Name	Phone	Relationship	Years Known

ADDITIONAL INFORMATION

List professional, trade, or business associations and any office held. **Exclude memberships revealing gender, race, religion, national origin, age, disability, or any other protected class.**

Organization	Offices Held

List special accomplishments, publications, awards, etc. **Exclude information revealing gender, race, religion, national origin, age, disability, or any other protected class.**

List any other information you would like us to consider.

I understand that my employment is at-will, and may be terminated by either DDI VANTAGE or myself at any time for any reason at all. I understand that this application is not a contract of employment. I understand that no representative of the employer, other than an authorized person, has the authority to enter into a contract of employment between DDI VANTAGE and me.

I give DDI VANTAGE the right to contact and obtain information from all references, employers, educational institutions, and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations, or organizations for furnishing such information.

I certify that all the information provided herein is true, correct and complete to the best of my knowledge. If any records are under a name other than listed on this application, I have provided such names. I understand that any misrepresentations or omissions made by me herein, or at any time during the interview process, may result in the cancellation of this application, withdrawal of any offer of employment by DDI VANTAGE, or if I am already employed by DDI VANTAGE, may result in termination of employment without any obligation or liability to me other than payment of the agreed rate for services actually rendered through the date of termination.

Signature of Applicant _____ Date _____