



Wasatch Mental Health

Application Instructions

1. Fill out an online Application for **each** position you are interested in **OR** download an application and submit in person to our HR office (750 N Freedom Blvd Suite 300 Provo, UT 84601). Your application must be received by the Personnel office by no later than 5 pm on the published closing date of the position.
2. If the position requires a supplemental questionnaire, it must also be filled out and submitted with the application. (See [Job Announcement](#) to determine whether a supplemental questionnaire is required.)
3. Submit college transcripts and/or diploma with your application to receive college credit.
4. If you are applying for a position that requires a license or certification, you must submit a copy. .

Please Note: Resumes will not be accepted without a completed Wasatch Mental Health job application..

Type Test

Applicants applying for administrative positions will be required to take and pass a basic computer proficiency test prior to employment which includes Word, Excel, Windows and a timed type test. This test is administered by our IT department

Other Information regarding applying for a Wasatch Mental Health Position

1. Applicants will be required to undergo a drug test and background check which includes a Motor Vehicle report prior to employment.
2. After employment, you must complete and receive a Criminal Background Clearance (BCI) from Utah State Office of Licensing and provide verification of personal automobile insurance.
3. False statements, evidence of fraud or deceit in connection with this application will disqualify you from employment, and if discovered after employment is grounds for discharge. The application and all attached documents are official records of Wasatch Mental Health.
4. Federal law requires employers to review documents verifying your identity and eligibility to work in the US and to complete Form I-9 (Employment Eligibility Verification). You will be required to provide this documentation on your first day of employment during Orientation. Personnel will require a copy of your current Social Security Card and Driver's license.

Equal Opportunity Employer

Wasatch Mental Health is an equal employment opportunity employer. Everyone who meets the minimum position qualifications will have the same opportunity for employment consideration. No application will be rejected because of race, color, national origin, religion, sex, age, or disability. Wasatch Mental Health provides reasonable accommodations for the known disabilities of applicants in compliance with the Americans with Disabilities Act.