

# Employment Application

You must have JavaScript enabled to use this form.

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or other legally protected status.

Position Applying For

Date of Application

Last Name, First Name, Middle Initial

Date of Birth

Social Security Number

Permanent Address

Please include street, city, state, and ZIP code.

Work Phone

Home Phone

Email Address

When will you be available to work?

Comments

Kansas Driver's License Number

Expiration Date

If you are under 18 years of age, can you provide required proof of your eligibility to work?

- Yes  
 No

Have you ever been employed with us before?

- Yes  
 No

Have you ever filed an application with us before?

- Yes  
 No

If yes, please provide the date

Are you currently employed?

- Yes
- No

May we contact your present employer?

- Yes
- No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?

- Yes
- No

Are you currently on "lay-off" status and subject to recall?

- Yes
- No

Can you travel if the job requires it?

- Yes
- No

Have you been convicted of a felony within the last 7 years?

- Yes
- No

If yes, please explain:

Education

Elementary School

School Name & Location

Years Completed

- 4
- 5
- 6
- 7
- 8

High School

School Name & Location

Years Completed

- 9
- 10
- 11
- 12

Undergraduate College/University

School Name & Location

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Years Completed

- 1
- 2
- 3
- 4

Graduate/Professional Education

School Name & Location

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Years Completed

- 1
- 2
- 3
- 4

Diploma/Degree/Equivalent

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Describe Course of Study

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Describe any specialized training, apprenticeship, skills and extra- curricular activities

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State any additional information you feel may be helpful to us in considering your application

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List professional, trade, business, or civic activities and offices held

*You may exclude membership which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:*

\_\_\_\_\_

References

Give name, address and telephone number for three references who are not related to you and are not previous employers.

Reference #1

\_\_\_\_\_

Reference #2

\_\_\_\_\_

Reference #3

\_\_\_\_\_

Have you ever had any job-related training in the United States military?

- Yes
- No

If yes, please describe

\_\_\_\_\_

Are you physically unable to perform the duties of the job in which you are applying?

- Yes
- No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer #1

Employer

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone Number(s)

\_\_\_\_\_

Job Title

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Reason for Leaving

Dates Employed: From/To

Hourly Rate/Salary: Starting/Ending

Work Performed

Employer #2

Employer

Address

Telephone Number(s)

Job Title

Supervisor

Reason for Leaving

Dates Employed: From/To

Hourly Rate/Salary: Starting/Ending

Work Performed

Employer #3

Employer

Address

Telephone Number(s)

Job Title

Supervisor

Reason for Leaving

Dates Employed: From/To

Hourly Rate/Salary: Starting/Ending

Work Performed

### **Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 6 months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date