

# EMPLOYMENT APPLICATION

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

## PERSONAL INFORMATION

Last Name

First Name

Middle Initial

Address

City

State

Zip Code

Telephone Number(s)

Social Security Number

How did you learn about us?

Advertisement

Friend

Relative

Walk-in

Other \_\_\_\_\_

YES NO

Are you a U.S. citizen or are you authorized by the INS to work in this country?

Have you been convicted of a felony?

*(conviction may not disqualify an applicant from employment)*

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

Have you ever filed an application with this organization?

Have you ever been employed by this organization?

Do you have any relatives currently working for this organization?

Are you currently employed?

May we contact your present employer?

Are you willing to work overtime if required?

Can you travel if the job requires it?

Do you have a valid Kansas driver's license if the job requires it?

Driver's License Number

Class of CDL Designation

On what date would you be available for work? \_\_\_\_\_

\*\*\*WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER\*\*\*

# EMPLOYMENT HISTORY

Start with your present or most recent job.

<b>1</b> Company	Dates Employed From _____ To _____	Work Performed
Company Address	Hourly Rate/Salary Start _____ Final _____	
Supervisor		
Telephone	Reason for leaving	
<b>2</b> Company	Dates Employed From _____ To _____	Work Performed
Company Address	Hourly Rate/Salary Start _____ Final _____	
Supervisor		
Telephone	Reason for leaving	
<b>3</b> Company	Dates Employed From _____ To _____	Work Performed
Company Address	Hourly Rate/Salary Start _____ Final _____	
Supervisor		
Telephone	Reason for leaving	
<b>4</b> Company	Dates Employed From _____ To _____	Work Performed
Company Address	Hourly Rate/Salary Start _____ Final _____	
Supervisor		
Telephone	Reason for leaving	

## EDUCATION & SPECIAL SKILLS

	Name & Address of School	Course of Study	Circle Last Year Completed	Did You Graduate?	Diploma/Degree
High School			1   2   3   4	Y   N	
College			1   2   3   4	Y   N	
Other (Specify)			1   2   3   4	Y   N	

Indicate any foreign languages you speak, read, and/or write			
	Fluent	Well	Fair
Speak			
Read			
Write			

Describe any specialized skills, training, and apprenticeship, including military experience which may be useful in performing this job:

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REFERENCES	
1	Name _____ Phone _____ Address _____
2	Name _____ Phone _____ Address _____
3	Name _____ Phone _____ Address _____

## APPLICANT'S STATEMENT

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would affect this application unfavorably.

I authorize my previous employers and schools to give any information regarding employment or educational records. I agree that this organization and my previous employers shall not be held liable in any respect if a job offer is not extended, withdrawn or my employment is terminated because of false statements, omissions or answers made by me on this application. In event of my employment with this organization, I will comply with rules and regulations set forth in any communication given to employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States on my first day of employment. I am in receipt of the list of approved documents which have been supplied with this application.

I further understand and agree that my employment is for no definite period of time and may, regardless of the date of payment of wages or salary, be terminated for any reason and at any time without previous notice.

I hereby acknowledge that I have read and understand the above statements.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## FOR EMPLOYER USE ONLY

Arrange Interview

YES

NO

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

Interviewer:

\_\_\_\_\_

Date:

\_\_\_\_\_

Employed:

YES

NO

Date of Employment:

Job Title:

\_\_\_\_\_

Hourly Rate:

\_\_\_\_\_

Department:

\_\_\_\_\_

By:

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date: