



Employment Application

Position applying for: _____

EMPLOYEE INFORMATION

Name: _____

Last

First

Middle

Telephone: _____ Email: _____ Alternate telephone: _____

Address: _____

Are you able to perform the essential functions of the position with or without accommodations?

Yes No

If necessary for the job, I am able to:

Work overtime? Yes No

Provide a valid Kansas Driver's License? Yes No

Issuing state: _____

I am legally eligible for employment in the U.S.?

Yes No

I am seeking a permanent position: Yes No

Work the following shifts: (check all that apply)

Any Day Night Weekend

I will be able to report to work

_____ **days after being notified I am hired.**

Other: _____

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address: _____ _____	Position title/duties, skills: _____ _____	Start date:	End date:
Pay: \$ Per: _____	Supervisor: _____ Telephone: _____	Reason for leaving: _____ _____	
Employer name and address: _____ _____	Position title/duties, skills: _____ _____	Start date:	End date:
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Pay: \$ Per: _____	Supervisor: _____ Telephone: _____	Reason for leaving: _____ _____	

Summarize other employment related to this job:

EDUCATION

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

CRIMINAL HISTORY

Have you ever been charged with a felony? Yes No Please explain: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered: _____

Types of computers, software, and other equipment you are qualified to operate or repair: _____

Professional licenses, certifications or registrations: _____

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention: _____

Typing speed: _____ per minute

REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known

CONTACT

In case of accident or illness, please contact: Name: _____ Daytime phone: _____
Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and background check, and sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant _____

Date _____

Equal Employment Opportunity: All employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.