



1503 Washington Lane
Augusta, KS 67010
(316) 775-0700
Fax (316) 775-0730

418 N. Andover Rd. Suite 400
Andover, KS 67002
(316) 733-0077
Fax (316) 733-9007

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

Please print your responses.

IDENTIFICATION:

Date: _____

Name [last name first]: _____ Social Security No. _____

Present Address: _____
[Street] [City] [State] [Zip code]

Phone No.: _____ Referred by: _____

Permanent address
(if different from above): _____
[Street] [City] [State] [Zip code]

EMPLOYMENT APPLIED FOR:

Position: _____

Salary Desired: _____

Are you applying for:

Full Time Part Time

Temporary (includes Holiday or Summer employment)

Days and hours you are available for work: _____

Date you are able to start: _____

Are you currently employed? Yes
 No

If so, may we request information from your present employer?

Yes
 No

Will you be available to work: Weekends? Yes
 No

Overtime as necessary? Yes
 No

Have you ever applied for work with this Company before? Yes No When? _____

PERSONAL INFORMATION:

EDUCATION:	Name and Location of Institution	Years Attended	Did you Graduate?	Name of Degree or Diploma?	Subjects Studied
Grammar School			Yes ____ No ____		
High School			Yes ____ No ____		
College or University			Yes ____ No ____		
Trade, Vocational Business or Correspondence School			Yes ____ No ____		

GENERAL:

Do you possess any other background, training, skills or knowledge that qualifies you for the position applied for?

Yes No

If so, please specify:

U.S. Military Service: _____ Rank? _____

Are you 18 years of age or older? Yes

No (NOTE: Persons under 18 must verify they are of minimum legal age to be hired)

If the Company hires you, will you be able to document your U.S. citizenship or prove your legal right to live and be employed in the U.S.? Yes No

Have you been convicted at any time of a felony or serious criminal misdemeanor? Yes No

(NOTE: You do not have to list convictions for marijuana offenses more than two years old.)

If yes, specify the crime(s), the date and location of the conviction and the current status of the case:

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(NOTE: An applicant will not be turned down for employment solely because he/she has been convicted of a crime. The particular crime, the date of conviction, the circumstances of the crime and the relation of the nature of the crime to the position being applied for can be considered by the Company in making the decision.)

If you are applying for a professional position:

Do you have a license or certificate for the position desired? Yes No

Name of license or certificate: _____ Number: _____

State of Issuance: _____ Date: _____

Has the license or certificate been suspended or revoked at any time? Yes No

If yes, please specify the grounds, date of action and date of reinstatement:

-
-
-
-
-

I have read and I understand the attached job description for the position being applied for: Yes No

I am able to carry out the essential aspects of the position I am applying for: Yes No

If not, please state the job functions that cannot be carried out:

-
-
-
-
-
-

(NOTE: This Company complies with the Americans with Disabilities Act and will strive to implement measures needed to reasonably accommodate qualified applicants and employees to handle essential functions of a job. Hiring may be conditioned on passing a medical examination and/or tests of skill and dexterity.)

HISTORY OF EMPLOYMENT:

[List below last four employers, starting with last one first]

Date [Mo. and Year]	Name, Address and Telephone No. of Employer	Type of Business	Salary	Position(s)	Reason for Leaving
From:	Supervisor:		Start		
To:			\$ _____		
From:	Supervisor:		Start		
To:			\$ _____		
From:	Supervisor:		Start		
To:			\$ _____		
From:	Supervisor:		Start		
To:			\$ _____		

Please explain any gap in the employment history above: _____

REFERENCES:

Please supply three people not related to you who can supply first-hand information of your work skills and performance within the past four years.

Name	Address and Telephone No.	Business	Occupation	Years Known

AUTHORIZATION:

Please fully read and understand the text below, initial separately at each paragraph, and date and sign at the bottom:

- _____ 1. I acknowledge and attest that I have completed this application for employment personally and that all the answers supplied in this application are complete and accurate. I also acknowledge and attest that I have not intentionally omitted or failed to disclose any data that may reduce my prospects for employment with this Company. I further acknowledge, attest and agree that any omission or failure to disclose significant, relevant information shall cause the Company to reject the application or, if I am hired, immediately terminate my employment, no matter how much time has passed before the Company learns such information.

- _____ 2. I authorize the Company to research and investigate, through the references I have supplied and any other lawful channel, my employment history, education, skills and any other matter related to my qualifications for the position applied for. I similarly authorize the references I have supplied to disclose to the Company -- and without any notice to me of such disclosure -- any and all reports, transcripts, letters and other records and documents related to my past work, education and any other matter related to my qualifications for employment. Further, I hereby release the Company, all my past employers, all my past educational institutions and all other individuals, corporations, partnerships and organizations from any and all claims, demands, suits and/or liabilities arising from or in any way related to such research, investigation and/or disclosure.

- _____ 3. Having read and understood the attached job description, I acknowledge and agree that in order to enable the Company to determine whether I possess the skills and other personal qualities necessary to qualify for the position I am applying for, the Company may engage in a testing and interview process. The tests may include but not be limited to those that measure intelligence, aptitude and personality traits required to meet the requirements of the position, including but not limited to meeting the Company's standards for performance, interpersonal relations and competence on the job. Accordingly, I hereby release the Company and any and all Company employees, representatives, associated testing services and any and all other individuals, corporations, partnerships and organizations from any and all claims, demands, suits and/or liabilities -- including but not limited to claims based on any state or federal rights of privacy -- arising from or in any way related to such testing and interview processes.

- _____ 4. I acknowledge and agree that in the event of any claim or dispute that arises from my submission of this application and that cannot be resolved by initial direct communications between myself and the Company, the claim or dispute shall be settled by binding arbitration. The American Arbitration Association (AAA) shall arbitrate such dispute unless another third party arbitrator is agreed upon in writing by both parties. The arbitration shall be conducted either in accordance with the Model Employment Arbitration Procedures of the AAA which are in effect at the time of the arbitration or, if an alternative arbitrator is agreed upon, in accordance with the then current rules and procedures of that other third party arbitrator. In the event I am hired by the Company, then its published policies and procedures for resolution, mediation and arbitration of disputes with employees, including but not limited to those stated in the Company's employment agreement, shall replace this agreement to arbitrate.

- _____ 5. I acknowledge and agree that nothing in this application and nothing in communications between me and Company representatives or associates during the application, interview and/or testing process is intended to create an offer of employment or a contract of employment between me and the Company. I further acknowledge and agree that if hired by the Company, nothing in this application and nothing in communications between me and Company representatives or associates during the application, interview and/or testing process and nothing in my employment is intended to create or should be construed to create anything other than employment for no definite or determinable period and employment that may be terminated by either me or the Company at any time, for any reason or no reason at all and without prior notice. I further acknowledge and agree that no promises or representations contrary to any of the points made in these five numbered paragraphs are binding on the Company unless stated in writing and signed by me and an authorized Company representative.

Signature: _____ Date: _____

Interviewed by: _____ Date: _____

***** DO NOT WRITE BELOW THIS LINE *****

NOTES: _____

Approved: 1. _____ 2. _____ 3. _____

Personnel Manager

Department or Division Head

Executive Director