

# Application for Employment for Russell County, Kansas 67665

## INSTRUCTIONS AND INFORMATION:

(Read before completing application)

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age or marital status.

Pre-employment drug and alcohol testing is required.

Applications must be signed by the applicant in his/her own writing. Applications will not be considered until the application is complete. Answer "none" if a question is not applicable.

(PLEASE PRINT CLEARLY) Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Referral Source: \_\_\_\_\_ Advertisement \_\_\_\_\_ Relative  
\_\_\_\_\_ Friend \_\_\_\_\_ Walk-In  
\_\_\_\_\_ Other \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Telephone Number (Home) \_\_\_\_\_  
I can be contacted during the day at telephone number \_\_\_\_\_

Social Security Number \_\_\_\_\_

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

If employed and you are under 18, can you furnish a work permit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever filed an application with Russell County? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, date \_\_\_\_\_

Have you ever been employed with Russell County \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, date \_\_\_\_\_

Have you any relatives currently working for Russell County \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Are you a U. S. Citizen \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?  Yes  No  
(Proof of citizenship or immigration status may be required upon employment.)

Do you have a valid Kansas driver's license?  Yes  No  
If yes:

Driver's License Number: \_\_\_\_\_  
Class: \_\_\_\_\_

(Not all positions are required to have a driver's license.)

Are you available to work:  Full Time  Part Time  
 Shift Work  Temporary

Are you on a lay-off and subject to recall?  Yes  No

Can you travel if your job requires it?  Yes  No

Have you ever been convicted of a felony?  Yes  No  
If yes, please explain:

---

---

---

---

Have you ever been convicted of a misdemeanor?  Yes  No  
If yes, please explain:

---

---

---

---

List any military service or military experience that is specific to the position desired:

---

---

---

---

Indicate languages you speak, read, and/or write:

	Fluent	Good	Fair
Speak	_____	_____	_____
Read	_____	_____	_____
Write	_____	_____	_____

List your educational experiences that are specific to the position desired:

---

---

---

---

List any other training you have that is specific to the position desired:

---

---

---

---

List any certificates, machines operated, skill levels (i.e., typing speed), etc. you have that would pertain to the position desired:

---

---

---

---

Summarize special skills and qualifications acquired from previous employment or other experience:

---

---

---

---

List professional, trade, business or civic activities and offices held. (You may exclude those which indicate race, color, religion, sex or national origin):

---

---

---

---

Give names, addresses and telephone numbers of three (3) references who are not related to you and are not previous employers:

---

---

---

## Employment Experience

Start with your present or most recent job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1.  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Date of Employment:  
From \_\_\_\_\_ To \_\_\_\_\_  
Hourly Rate:  
Starting \_\_\_\_\_ Final \_\_\_\_\_

2.  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Date of Employment:  
From \_\_\_\_\_ To \_\_\_\_\_  
Hourly Rate:  
Starting \_\_\_\_\_ Final \_\_\_\_\_

3.  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Date of Employment:  
From \_\_\_\_\_ To \_\_\_\_\_  
Hourly Rate:  
Starting \_\_\_\_\_ Final \_\_\_\_\_

4.  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Date of Employment:  
From \_\_\_\_\_ To \_\_\_\_\_  
Hourly Rate:  
Starting \_\_\_\_\_ Final \_\_\_\_\_

**Education**

Elementary

High School

College/University

Graduate

School Name \_\_\_\_\_

Years Completed

(circle)

4 5 6 7 8

9 10 11 12

1 2 3 4

1 2 3 4

Date and Type of Degree(s) Received

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

Honors Received

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

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize Russell County to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand this application is not a contract of employment. I also understand that in the event of employment, any false or misleading information given in my application or interview(s) may result in discharge. I further understand that I am required to abide by all rules and regulations of Russell County.

I further certify that I have read the Job Description(s) for the position(s) applied for and hereby state that I am fully capable of performing the job(s) as described.

I further do hereby voluntarily give permission for Russell County, Kansas to investigate my criminal history and to inspect any record information pertaining thereto, which history and information is or may be held by any criminal justice agency, whether known to me or not. I further state that by signing this permission, I have not been required to give this permission and do so voluntarily and of my own free will. I understand that I have the right to refuse to give permission for said investigation and background check and waive said right. I understand that any information obtained will become a part of my personnel file with Russell County, Kansas.

Signed \_\_\_\_\_

Date \_\_\_\_\_

RUSSELL COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This application is valid for 60 days only.