



APPLICATION FOR EMPLOYMENT

COWLEY COUNTY, KANSAS

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 any other legally protected status.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Name:	Date:		
Address:	Telephone:		
	Social Security No.:		
Position Desired:		Currently Employed: Yes No	
Available to work: Full Time Part-Time Temporary Evenings Weekends			
Date available to work:		Email:	
Have you ever been employed by Cowley County before? If yes, when?			Yes No
Do you have any relatives working for Cowley County? If yes, in which department?			Yes No
Are you legally eligible for employment in the U.S.?			Yes No
Are you 18 years of age or over?			Yes No
Will you work overtime?			Yes No
Can you travel if a job requires it?			Yes No
Complete this section if you served in the U.S. Armed Forces: Period of Active Duty: _____ Rank at Discharge: _____ Date of Final Discharge: _____ Were you dishonorably discharged? Yes No Describe your duties and any special training: 			

EDUCATION:

Select your highest completed grade level: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16+

If you did not complete high school, do you have a GED? Yes No

<i>Name and Location</i>	<i>Course of Study</i>	<i>Year Complete</i>	<i>Did you Graduate</i>	<i>Degree or Diploma</i>
<i>High School</i>				
<i>College/Univ</i>				
<i>Business/Trade School</i>				
<i>Other</i>				

SKILLS INVENTORY:

Check those skills which you have acquired

Clerical	Technical	Maintenance	Driving Licenses
Typing WPM Computer Word Processing Microsoft Word Microsoft Excel Word Perfect Office Calculator General Accounting Bookkeeping Payroll Filing	Computer Programming EMT Surveying Drafting Cartography Construction Inspection Radio Operator	Truck Driver to 1.5 tons Truck Driver over 1.5 tons Backhoe-Loader Grader Farm Tractor Trencher Bulldozer Front End Loader Street Sweeper Snowplow Welding Plumbing Electrical Carpentry Vehicle Mechanic Concrete Work Asphalt Work	Driver's License State: Lic#: CDL State: Lic#:

Other Skills and/or Licenses:

EMPLOYMENT:

Please give an accurate and complete full-time and part-time employment record. Start with your present or most recent employer. Attach additional pages if necessary.

Company Name: Address: Name of Supervisor: Telephone: Reason for Leaving: Job Title/Description of Work:	Employment From:	To: Last Salary:
Company Name: Address: Name of Supervisor: Telephone: Reason for Leaving: Job Title/Description of Work:	Employment From:	To: Last Salary:
Company Name: Address: Name of Supervisor: Telephone: Reason for Leaving: Job Title/Description of Work:	Employment From:	To: Last Salary:
Company Name: Address: Name of Supervisor: Telephone: Reason for Leaving: Job Title/Description of Work:	Employment From:	To: Last Salary:

May we contact these employers? Yes No

If you answered no, which employers do you request we not contact?

REFERENCES:

Give the name, address and telephone numbers of three references who are not related to you and are not previous employers:

- 1.
- 2.
- 3.

COMMENTS:

State why you believe you are qualified to perform the kind of work for which you are applying:

“I hereby certify that the information given in this application is true and correct. I understand and agree that the County may research all statements and claims made on this application and make reference checks and that employment is contingent upon my passing a physical exam, which may include a drug screening test. I further understand that any misrepresentation or omission of facts upon this application, or failing the physical exam or drug test, will be sufficient cause for rejection or dismissal, if employed.”

Signature:

Date: