

## Application for Employment - Bourbon County, KS

*Equal access to programs, services and employment opportunities is available to all persons without regard to sex (including pregnancy), race, color, religion, national origin, citizenship, age, disability, genetic information, or any other basis protected by federal, state, and/or local law.*

*In accordance with the Americans with Disability Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the Human Resources Department. Examples of reasonable accommodations include making a change to the application process; providing written materials in an alternate format such as braille, large print, or audio recording; using a sign language interpreter; using specialized equipment; or modifying testing conditions.*

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

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

Telephone # \_\_\_\_\_ Cellphone # \_\_\_\_\_ Email \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of Application \_\_\_\_\_

Have you applied with us before? Yes No

Have you ever been employed here before? Yes No

If yes, give dates of employment: \_\_\_\_\_

Are you lawfully authorized to work in the United States?

Yes No

Date available to work:

\_\_\_\_\_

What is your desired salary range or hourly rate of pay?

\$ \_\_\_\_\_

Type of employment desired: Full-Time Part-Time  
Seasonal Temporary

Will you relocate if job requires it? Yes No

Will you travel if job requires it? Yes No

Are you able to meet the attendance and essential functions of the job requirements of the job for which you are applying? Yes No

(This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.)

Driver's license number: \_\_\_\_\_ State \_\_\_\_\_

Have you ever been bonded? Yes No

Have you entered into an agreement with any former employer or other party that might, in any way, restrict your ability to work for our company? Yes No

If yes, please explain:

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

## Employment History

Starting with your most recent employer, provide the following information. You may include any verified work performed on a volunteer basis.

Employer _____	Telephone# _____
Address _____	
Street _____	City _____ State _____ Zip Code _____
Starting Job Title/Final Job Title _____	Supervisor _____
Dates Employed: _____	May we contact for reference: Yes No
Summarize the type of work performed and job responsibilities	
Reason for leaving employment	
What did you like most about your position?	
What did you like least about your position?	

Employer _____	Telephone# _____
Address _____	
Street _____	City _____ State _____ Zip Code _____
Starting Job Title/Final Job Title _____	Supervisor _____
Dates Employed: _____	May we contact for reference: Yes No
Summarize the type of work performed and job responsibilities	
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What did you like most about your position?	
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Employer _____	Telephone# _____
Address _____	
Street _____	City _____ State _____ Zip Code _____
Starting Job Title/Final Job Title _____	Supervisor _____
Dates Employed: _____	May we contact for reference: Yes No
Summarize the type of work performed and job responsibilities	
Reason for leaving employment	
What did you like most about your position?	
What did you like least about your position?	

## Employment History (Continued)

Employer \_\_\_\_\_ Telephone# \_\_\_\_\_

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

Starting Job Title/Final Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates Employed: \_\_\_\_\_ May we contact for reference: Yes No

Summarize the type of work performed and job responsibilities

Reason for leaving employment

What did you like most about your position?

What did you like least about your position?

Please explain gaps in your employment, other than those due to personal illness, injury, or disability.

Have you ever been fired or asked to resign from a job? Yes No If yes, please explain

## Skills & Qualifications

Please summarize any special training skills, languages, licenses, and/or certificates that may assist you in performing the position for which you are applying. (Include software titles and level of experience, such as basic, intermediate, or advanced.)

**Related Information** When answering these questions, please exclude an information that would reveal sex, race, color, religion, national origin, citizenship, age, disability, genetic information, or other similarly protected status.

What job-related organizations do you belong? \_\_\_\_\_

**Related Information** When answering these questions, please exclude an information that would reveal sex, race, color, religion, national origin, citizenship, age, disability, genetic information, or other similarly protected status.

List special accomplishments, publications, awards, etc. \_\_\_\_\_

List any relevant volunteer work performed \_\_\_\_\_

List any other job-related information you would like to share with us \_\_\_\_\_

## Educational Background

Institution	# Of Years Completed	Completed			GPA	Major/Minor
		Diploma Certification	GED Other _____	Degree		
		Diploma Certification	GED Other _____	Degree		
		Diploma Certification	GED Other _____	Degree		
		Diploma Certification	GED Other _____	Degree		
		Diploma Certification	GED Other _____	Degree		

## References

Name	Title	Relationship to You	Telephone number	Email Address	# Of Year Known

## Applicant Statement

I certify that all information I have provided to apply for and secure work with this employer is true, complete, and correct. I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's representative.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that reasonable safeguards will be taken to protect all personal information provided or obtained in conjunction with this application for employment.

My personal information may be shared with the employer's affiliate(s) and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate, or third party is to be used solely to perform the services requested by the employer.

Bourbon County does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex (including pregnancy), race, color, religion, national origin, citizenship, age, disability, genetic information, or any other protected status under applicable federal, state, or local law.

### Mandatory Employer Disclosures

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment.

I certify that I have read, fully understand, and accept all terms of the foregoing applicant statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Bourbon County – Authorization to Release Information

### Authorization to Release Information

I hereby authorize you to furnish any authorized representative of Bourbon County bearing this release, within one year of its date, and personal record to include my driving record or criminal record that is deemed of a private or confidential nature. I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of Bourbon County and will be considered as part of their pre-employment background investigation in determining my qualifications and fitness for the position which I seek.

Consent is granted for Bourbon County to furnish the information described above to third parties while fulfilling its official responsibilities. I further understand that I waive any right or opportunity to read or review any information provided to Bourbon County pursuant to this request, as well as any information contained in my driving history.

I hereby release you and all related agents and representatives, both individually and collectively, from any and all liability for damages of whatever kind. Should there be any questions as to the validity of this release, you may contact me as indicated below.

A photocopy or facsimile of this form will be valid as an original thereof, even though the photocopy does not contain an original writing of my signature. You may retain this form in your files.

Applicants Full Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ Issue State \_\_\_\_\_

Social Security # \_\_\_\_\_ Telephone # \_\_\_\_\_

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