

City of Eastborough Kansas

EMPLOYMENT APPLICATION

IF YOUR APPLICATION IS NOT COMPLETELY FILLED OUT, INCLUDING JOB HISTORY AND EDUCATION INFORMATION, YOU WILL NOT BE CONSIDERED FOR JOB OPENINGS.

Personal Information

Name as shown on Social Security Card.

First Name: _____

Middle Name or Initial: _____

Last Name: _____

Social Security Number

The furnishing of your social security number is voluntary. The number is used for preventing the confusion of records of candidates with similar names; for conducting appropriate background checks; for verifying required licenses and certificates; and upon hire, for subsequent identification purposes. SSN: _____

Contact Information

Email Address _____

Mailing Address _____ **Apt. No.** _____
City _____ **State** _____
Zip Code _____

Primary Phone Number _____

Alternate Phone Number _____

Eligibility

Can you work legally in the United States; and, if hired, can you show proof of eligibility?

_____ Yes, I can work legally in the U.S.

_____ No, I can NOT work legally in the U.S.

Are you 21 years of age or older?

_____ Yes, I am at least 21 years old.

_____ No, I am NOT yet 21 years old.

Have you ever been convicted of a crime other than a minor traffic citation?

- Yes, I have been convicted of a crime.
- No, I have never been convicted of a crime.

If you have been convicted of a crime please provide the date, location and disposition. A conviction will not automatically bar you from employment.

Position Type Desired

Position Applying For _____

What hours will you work?

- Full Time
- Part Time Only-20 to 40 hours a week
- Part Time Only-1 to 19 hours a week
- Temporary
- Any

Status Desired:

- First Shift (7:00 AM to 7:00 PM)
- Second Shift (7:00 PM to 7:00 AM)
- Relief Shift (11:00 AM to 11:00 PM or as needed)
- Any Shift

Education History

Please list each high school, college, university, technical, or trade school you have attended.

Institution Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code** _____

Diploma, Degree, or Certificate Earned? _____

Subjects Studied: _____

Credits Earned: _____

Institution Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code** _____

Diploma, Degree, or Certificate Earned? _____

Subjects Studied: _____

Credits Earned: _____

Use Separate Sheet if necessary.

Employment History

Please list, in order from the most recent, all employment and military experience, and relevant volunteer or other experience for the **past ten years**. List also, all relevant employment or military experience beyond ten years ago. (Use separate sheet if necessary)

Employer Name: _____
Address: _____
City: _____ **State:** _____
Zip Code: _____ **Phone:** _____
Job Title: _____
Supervisor's Name: _____
Starting Date: (mm/dd/yyyy) _____
Ending Date: (mm/dd/yyyy) _____
Reason for Leaving: _____
Last Salary: _____
May we contact this employer now?
____ Yes, you may contact this employer now.
____ No, please DO NOT contact this employer at this time.

Employer Name: _____
Address: _____
City: _____ **State:** _____
Zip Code: _____ **Phone:** _____
Job Title: _____
Supervisor's Name: _____
Starting Date: (mm/dd/yyyy) _____
Ending Date: (mm/dd/yyyy) _____
Reason for Leaving: _____
Last Salary: _____
May we contact this employer now?
____ Yes, you may contact this employer now.
____ No, please DO NOT contact this employer at this time.

Employer Name: _____
Address: _____
City: _____ **State:** _____
Zip Code: _____ **Phone:** _____
Job Title: _____
Supervisor's Name: _____
Starting Date: (mm/dd/yyyy) _____
Ending Date: (mm/dd/yyyy) _____
Reason for Leaving: _____
Last Salary: _____
May we contact this employer now?
____ Yes, you may contact this employer now.
____ No, please DO NOT contact this employer at this time.

Training/Certifications/Skills

Other Specialized or Technical Training Not Listed Previously.

License, Certifications and Registrations not Listed Previously. If you are applying for positions that require the operation of a motor vehicle, please enter your Drivers License information including state of issuance, number, expiration date and any commercial endorsements.

List Other Skills, Abilities or Qualifications relevant to this job. Include equipment (and software) you can operate.

Additional Information

You may include your resume, cover letter or other information with this application.

I certify that the information contained in this application form and the copy of my Personal Resume is true to the best of my knowledge. I understand that if hired, any false information provided shall be grounds for dismissal.

Date: (mm/dd/yyyy) _____

Signature: _____