

Clay County, Kansas
Application for Employment
An Equal Opportunity Employer

PLEASE PRINT

Date	
Name	
Street	
City	
State	Zip Code
Area Code	Business Telephone
Area Code	Home Telephone
How were you referred to us:	
<input type="checkbox"/> Newspaper <input type="checkbox"/> School <input type="checkbox"/> On my own <input type="checkbox"/> Agency	
<input type="checkbox"/> Current employee <input type="checkbox"/> Other	
Name of referral source:	
Please note	
This application form was designed for use by persons applying for various types of positions - clerical, professional, technical, and administrative. Please answer the questions to the best of your ability. All information will be treated confidentially.	

Person to be notified in case of emergency:

Name	Telephone
Address	

TYPE OF WORK DESIRED

Indicate the position for which you are applying.
Do you wish to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary If Part Time, please specify hours or days:
Date available for work:
Do you have any commitments to another employer that might affect your employment with us?
Computer skills (please list)
Software:
Other computer experience:
Construction equipment you can operate:
Certifications:

EDUCATIONAL DATA

School	Print Name, Number and Street, City, State and Zip	Number of Years Completed	Degree, Major, or Course

EMPLOYMENT HISTORY

List present or most recent employer first (use other side of application if necessary). May we contact these employers? Yes No

Employer	Supervisor's Name
Address	Your Job Title
Telephone:	Employed (month/year) From: To:
Your Salary Start: End:	Duties:
Reason for leaving:	

Employer	Supervisor's Name
Address	Your Job Title
Telephone:	Employed (month/year) From: To:
Your Salary Start: End:	Duties:
Reason for leaving:	

Employer	Supervisor's Name
Address	Your Job Title
Telephone:	Employed (month/year) From: To:
Your Salary Start: End:	Duties:
Reason for leaving:	

GENERAL INFORMATION

Are you legally authorized to work in the United States? Yes No

Are you under the age of 18? Yes No

Have you previously applied for employment here? Yes No
If yes, when?

Have you previously been employed by Clay County? Yes No
If yes, when?

Are any of your relatives employed by Clay County? Yes No
If yes, please list name and department.

REFERENCES

Please list three references who are not employers or relatives.

Name and address	Occupation	Phone

DRIVING RECORD (Complete only if position requires driving)

A valid Kansas Driver's License? Yes No License No. _____

A valid Commercial Driver's License? Yes No Class: _____

Have you had any of the following:

A moving violation in the past year? Yes No

An accident within the past two years? Yes No

Driver's license revoked or suspended? Yes No

Explain any "YES" answers.

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, accomplishments, etc. Attach additional sheets if necessary. (You may exclude all information indicative of age, sex, race, religion, color, national origin or disability.) A conviction will not necessarily disqualify you for employment, such factors such as age and date of conviction, seriousness and nature of the conviction, and rehabilitation will be considered.

Job Applicant Agreement and Certification

"I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information."

"I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Clay County and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Clay County unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Clay County retains the same right."

I understand that prior to being offered employment with Clay County, I may be requested to take an employment examination. In the event I have a disability, which will affect my ability to take the test, I will so inform Clay County prior to the administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. Clay County reserves the right to require medical documentation concerning the need for the accommodation."

"I authorize Clay County and its officers and agents to conduct any and all criminal history background checks, all motor vehicle records checks, and all driving records checks they deem necessary or desirable, in connection with my application for and/or employment with Clay County."

"I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies and procedures, in whole or in part, at any time."

"I understand that this application will be kept on active file for 30 days from the date completed, after which time I would have to reapply in accordance with established procedure."

Signature of Applicant

Date:

Clay County is an equal opportunity employer. Clay County does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, or military status.