



# Application for Employment

Ottawa County, Kansas ("OCK") is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, gender, national origin, age, marital or veteran status, medical condition, disability, or any other legally-protected status. Equal access to the hiring process, services, and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should contact a representative of the Human Resources Department.

Each question should be answered completely and accurately. **No action will be taken on this application until all questions have been answered and the application has been signed and dated.** Verification of eligibility to work in the U.S. will be required if an employment offer is made.

---

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

Address \_\_\_\_\_  
*Street Apt. # City State Zip Code*

Telephone \_\_\_\_\_ Current Driver's License (if applicable) \_\_\_ Yes \_\_\_ No

Email Address \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Have you applied here before? \_\_\_ Yes \_\_\_ No If yes, give date: \_\_\_\_\_

Are you employed now? \_\_\_ Yes \_\_\_ No On what date are you available for work? \_\_\_\_\_

Are you available to work \_\_\_ Full-time \_\_\_ Part-time \_\_\_ Shift work \_\_\_ Temporary

What languages do you speak fluently (if applicable)? List: \_\_\_\_\_

Are you 18 or older? \_\_\_ Yes \_\_\_ No

Have you been convicted of or plead guilty to a felony in the past 10 years, or misdemeanor involving theft or violence in the last 5 years? (Information regarding conviction records will not necessarily bar an applicant from employment; individual circumstances will be considered relative to the job sought). \_\_\_ Yes \_\_\_ No

If yes, please complete the following:

Conviction: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Result or outcome: \_\_\_\_\_

**OTTAWA COUNTY, KANSAS IS AN EQUAL OPPORTUNITY EMPLOYER**



OTTAWA COUNTY

EST. 1866

# Application for Employment

EDUCATION			
	High School	Trade Schools	College/University
School Name			
Diploma/Degree			
Certificate Received			
Describe Course of Study			

## EMPLOYMENT EXPERIENCE

List your past four (4) employers including military and voluntary service assignments. **Start with your present or most recent job.** Attach an additional sheet if necessary.

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

May we Contact: Yes \_\_\_\_\_ No \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

May we Contact: Yes \_\_\_\_\_ No \_\_\_\_\_



OTTAWA COUNTY

EST. 1866

# Application for Employment

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

May we Contact: Yes \_\_\_\_\_ No \_\_\_\_\_

---

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

May we Contact: Yes \_\_\_\_\_ No \_\_\_\_\_

---

Please summarize your job-related skills or specialized training:

---

---

---

---

---

---

---

---

Please list other job-related special accomplishments, projects, awards.

(Exclude information that would reveal race, color, religion, gender, national origin, age, marital or veteran status, medical condition, disability, or any other legally-protected status.):

---

---

---

---



OTTAWA COUNTY

EST. 1866

# Application for Employment

## REFERENCES

Give the name and telephone number of three (3) business/work references who are not related to you. List at least one of your previous supervisors.

---

<i>Name</i>	<i>Occupation</i>	<i>Company</i>	<i>Phone Number(s)</i>
-------------	-------------------	----------------	------------------------

---

<i>Name</i>	<i>Occupation</i>	<i>Company</i>	<i>Phone Number(s)</i>
-------------	-------------------	----------------	------------------------

---

<i>Name</i>	<i>Occupation</i>	<i>Company</i>	<i>Phone Number(s)</i>
-------------	-------------------	----------------	------------------------

List any additional information you would like us to consider.

---

---

---

---



# Application for Employment

## ACKNOWLEDGEMENT

I understand that OCK is making no employment offer at this time. I certify that the information in this application is true, accurate and correct to the best of my knowledge. I understand that any misrepresentation or omission of any information in my Application, resume, or any other materials, or during interviews, is grounds for disqualification from further consideration for employment or for termination if employed.

A Company-paid drug test and/or physical examination may be required. I understand that any offer of employment may be withdrawn if I test positive for drugs and/or if a condition is discovered for which no reasonable accommodation can be made.

I understand that this Application is current for only sixty (60) days. At the conclusion of this time, if I have not heard from OCK and still wish to be considered for employment, it will be necessary to fill out a new Application.

I understand that if I am hired, my employment at OCK is "at-will" and may be terminated by myself or by OCK at any time, with or without cause or notice. I understand that no representative of OCK has the authority to make any assurance to the contrary.

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

\_\_\_\_\_  
Date