

KIOWA COUNTY EMPLOYMENT APPLICATION

Kiowa County is an equal opportunity action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

PERSONAL INFORMATION			
Name (First, MI, Last)	Driver's License #	Social Security #	
Address		Telephone #	
Position(s) Applied for	Referred By	Position desired: Full Time Part Time	
Have you ever been employed by or filed an application with Kiowa County? Yes No <i>If yes, list date, job title(s) & location:</i>	Are you currently employed? <i>If yes, may we contact them?</i>	Yes	No
Do you have any relatives employed by Kiowa County? Yes No <i>If yes, job title(s) & location:</i>	Are you at least 18 years of age? Yes No <i>if yes do you have a work permit?</i>	Yes	No

EDUCATION

Circle Highest Grade Completed:

High School	9	10	11	12
College, Trade or Business	1	2	3	4
Graduate Studies				

School	Address	Major Studies	Degree, Diploma, License, or Certificate

EMPLOYMENT HISTORY

List the last three employments, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

Employed From	Employer Name	Supervisor Name	Starting Salary
			\$
Employed Until	Employer Address	Supervisor Phone #	Ending Salary
			\$
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From	Employer Name	Supervisor Name	Starting Salary
			\$
Employed Until	Employer Address	Supervisor Phone #	Ending Salary
			\$
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From	Employer Name	Supervisor Name	Starting Salary
			\$
Employed Until	Employer Address	Supervisor Phone #	Ending Salary
			\$
Job Title		Reason for Leaving	
Duties & Responsibilities			

SPECIAL SKILLS AND QUALIFICATIONS: *Summarize special job-related skills & qualifications*

REFERENCES

Give name, address and telephone number of three references who are **not** related to you and are **not** previous employers.

1

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GENERAL

YES NO

If hired, can you travel if a job requires it?

Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodations?

If not, please explain.

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or seals by court? (Conviction will not necessarily disqualify an applicant from employment.)

Are you active in the military and could be subject to deployment?

If yes, please explain

CERTIFICATION & AUTHORIZATION

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by a authorized executive of the organization.

If the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer. And give consent to Kiowa County to perform a background check and Drivers record check prior to being hired.

I hereby acknowledge that I have read and agree to the above statements.

Signature of Applicant

Date