



Ellis County, Kansas Employment Application

APPLICANT INFORMATION

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security #: _____ Desired Salary: \$ _____

Position(s) Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Ellis County? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Do you have a valid Kansas Driver's License? YES NO

If yes, list Driver's License Number: _____ Class: _____

List any training, certificates, special skills, machines operated, etc. that would pertain to the position desired:

Please state any additional information you feel may be helpful to us in considering your application:

EDUCATION

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? ^{YES NO} Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? ^{YES NO} Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? ^{YES NO} Degree: _____

REFERENCES

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

PREVIOUS EMPLOYMENT

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? ^{YES NO}

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I authorize Ellis County to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand this application is not a contract of employment. I also understand that in the event of employment, any false or misleading information given in my application or interview(s) may result in discharge. I further understand that I am required to abide by all rules and regulations of Ellis County.

Signature: _____ Date: _____