

# CITY OF LAKE QUIVIRA APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION

In order to ensure this application is acceptable, please print or type on the application being fully completed in order for it to be considered.

**FULL NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
First Middle Last

**ADDRESS:** \_\_\_\_\_  
Street Address Apt/Suite  
\_\_\_\_\_  
City State Zip Code

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER (SSN):** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**DATE AVAILABLE:** \_\_\_\_\_ **DESIRED PAY:** \$ \_\_\_\_\_  HOUR  SALARY

**POSITION APPLIED FOR:** \_\_\_\_\_

**EMPLOYMENT DESIRED:**  FULL-TIME  PART-TIME  SEASONAL

**HOW DID YOU LEARN ABOUT US?**  ADVERTISEMENT  EMPLOYMENT AGENCY  
 FREIND  RELATIVE  INQUIRY  OTHER: \_\_\_\_\_

## EMPLOYMENT ELIGIBILITY

**ARE YOU PREVENTED FROM LAWFULLY BEING EMPLOYED TO WORK IN THE U.S?\***

*\*Proof of citizenship or immigration status will be required upon employment*  YES  NO

**HAVE YOU EVER WORKED FOR THIS EMPLOYER?**  YES\*  NO

**\*IF YES, WRITE THE START AND END DATES:** \_\_\_\_\_

**DO ANY OF YOUR FRIENDS OR RELATIVES WORK HERE?**  YES\*  NO

**\*IF YES, STATE NAME AND RELATIONSHIP:**  
\_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF A FELONY?**  YES\*  NO

**\*IF YES, PLEASE EXPLAIN:** \_\_\_\_\_

**CAN YOU TRAVEL, IF THE JOB REQUIRES IT?**  YES  NO

**MAY WE CONTACT YOUR PRESENT AND/OR PAST EMPLOYER?**  YES  NO

**EDUCATION**

**HIGH SCHOOL:** \_\_\_\_\_ CITY / STATE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

GRADUATE?  YES  NO DIPLOMA: \_\_\_\_\_

**COLLEGE:** \_\_\_\_\_ CITY / STATE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

GRADUATE?  YES  NO DEGREE: \_\_\_\_\_

**OTHER:** \_\_\_\_\_ CITY / STATE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DEGREE/CERTIFICATION: \_\_\_\_\_

**OTHER:** \_\_\_\_\_ CITY / STATE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DEGREE/CERTIFICATION: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

**EMPLOYER 1:** \_\_\_\_\_  
Company / Individual

SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address Apt/Suite

\_\_\_\_\_ City State Zip Code

STARTING PAY: \$ \_\_\_\_\_  HOUR  SALARY ENDING PAY: \$ \_\_\_\_\_  HOUR  SALARY

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**EMPLOYER 2:**

\_\_\_\_\_  
Company / Individual

SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address Apt/Suite

\_\_\_\_\_  
City State Zip Code

STARTING PAY: \$ \_\_\_\_\_  HOUR  SALARY ENDING PAY: \$ \_\_\_\_\_  HOUR  SALARY

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**EMPLOYER 3:**

\_\_\_\_\_  
Company / Individual

SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address Apt/Suite

\_\_\_\_\_  
City State Zip Code

STARTING PAY: \$ \_\_\_\_\_  HOUR  SALARY ENDING PAY: \$ \_\_\_\_\_  HOUR  SALARY

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**OTHER TRAINING, PROFESSIONAL, TRADE, ACTIVITIES AND OFFICE HELD**

**OTHER QUALIFICATIONS:** *SUMMARISE SPECIAL JOB RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCE.*

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**MILITARY SERVICE**

**ARE YOU A VETERAN?**  YES  NO

BRANCH: \_\_\_\_\_ RANK AT DISCHARGE: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

TYPE OF DISCHARGE: \_\_\_\_\_

IF NOT HONORABLE, PLEASE EXPLAIN: \_\_\_\_\_

**REFERENCES**  
(PROFESSIONAL ONLY)

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
First Last

COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_

10 Crescent Blvd  
Lake Quivira, KS 66217  
E-MAIL: \_\_\_\_\_

City Hall (913) 631 5300  
www.cityoflakequivira.org

PHONE: \_\_\_\_\_

**BACKGROUND CHECK CONSENT**

**THE FOLLOING MUST BE FILLED OUT COMPLETELY FOR YOUR APPLICATION TO BE CONSIDERED.**

**ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK?**     YES     NO

Other Names used: \_\_\_\_\_  
Previous Full Address: \_\_\_\_\_  
Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Driver's License: \_\_\_\_\_ State of license: \_\_\_\_\_

\*Note: Date of birth, sex, and race are being requested only for purpose of identification in obtaining accurate retrieval

**DISCLAIMER**

I certify that answers given herein are true and complete.

I authorized investigation of all statement contained in this application for employment as may be necessary in arriving at the employment decision. I understand that this is an Equal Opportunity Employer and City of Lake Quivira is committed to excellence through diversity.

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

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with City of Lake Quivira is of an "at will" nature, which means that the Employee may resign at any time and the Employer, City of Lake Quivira, 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 acknowledge in writing be an authorized executive of City of Lake Quivira.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. I understand that any false or misleading information in my application or interview may result in my employment being terminated. I understand, also, that I am required to abide by all rules and regulations of City of Lake Quivira.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_