



30252 Thompson Rd, Alma, KS 66401

(785) 765-2300 fax (785) 765-2303

Application for Employment

Application Date: ____/____/____

Date Available to start: ____/____/____

Position applied for:

Salary expectations:

How were you referred to us?

APPLICANT DATA

Full Name:

Last

First

Middle

Social Security #: _____ - _____ - _____

Address:

Street Address

City

State

Zip Code

Home Phone: (____)____ - _____

Work Phone: (____)____ - _____

Are you 18 years of age or older? Yes No

Are you a citizen of the United States?: Yes No

Type of employment desired: Full-time Part-time Temporary

Are you willing to travel? Yes No

Do you speak any foreign languages fluently?: Yes No

If yes please list: _____

Have you ever been convicted of a crime other than a misdemeanor? Yes No

If yes, give dates and details: _____

Answering yes/no to these questions does not constitute an automatic rejection to employment

EDUCATION

High School/ GED

Name of School/Location: _____

of years Completed: _____ Did you graduate? Yes No

College/University Degree

Name of School/Location: _____

of years Completed: _____ Did you graduate? Yes No

No

Degree Earned: _____ Date earned/expected: ____/____/____

Other Education (Business or Technical School, etc.)

Name of School/Location: _____

of years Completed: _____ Did you graduate? Yes No

Certificate Earned: _____ Date earned/expected: ____/____/____

LICENSES AND CERTIFICATES

License or Certificate earned: _____

Issue date: ____/____/____ License/Certificate _____

Issued by: _____ State: _____ Expiration date: ____/____/____

PREVIOUS EMPLOYMENT (Begin with most recent position)

Dates of employment: ____/____/____ to ____/____/____

Company name: _____

Location: _____

Position(s) held: _____

Supervisory position: Yes No

Phone number: (____)____ - _____ Supervisor's name: _____

Starting salary: \$_____ Ending Salary: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

Dates of employment: ____/____/____ to ____/____/____

Company name: _____

Location: _____

Position(s) held: _____

Supervisory position: Yes No

Phone number: (____)____ - _____ Supervisor's name: _____

Starting salary: \$_____ Ending Salary: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

Dates of employment: ____/____/____ to ____/____/____

Company name:

Location: _____

Position(s) held:

Supervisory position: Yes No

Phone number: (____)____-____ Supervisor's name: _____

Starting salary: \$_____ Ending Salary: _____

Reason for leaving:

May we contact this employer for a reference? Yes No

REFERENCES

Name: _____ Phone: (____)____-____

Address:

Street Address

Personal

Professional

City State Zip Code

Name: _____ Phone: (____)____-____

Address:

Street Address

Personal

Professional

City State Zip Code

Name: _____ Phone: (____)____-____

Address:

Street Address

Personal

Professional

City State Zip Code

