



ECKAN

P O Box 40, 1320 S Ash, Ottawa, KS 66067

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name _____ Date of Application _____
Last First Middle

Address _____
Street City State ZIP

Telephone # _____ Cellular/Other Phone # _____ E-mail Address: _____

Position(s) applied for _____

When is the best time to contact you: _____ Home Phone Cellular / Other

May we contact you at work? Yes No If yes, work # () _____ Best time to call: _____

Are you under the age of 18? Yes No If yes, can you provide a work permit: _____

Do you have a valid driver's license? Yes No Have you ever been bonded? Yes No

Are you legally eligible for employment in the United States? Yes No

Have you submitted an application with this agency before? Yes No If yes, when: _____

If required, will you relocate? Yes No If required, will you travel? Yes No

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

Date available to start: _____ Desired rate of pay: _____ Hourly Salary

If required, will you work overtime? Yes No If no, please explain: _____

Are there any reasons you would not be able to perform the duties as show on the job description (with or without reasonable accommodation)? Yes No Need more information regarding the job description

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Have you ever been convicted of a crime? Yes No If yes, please provide details: _____

Answering yes to the above question does not constitute an automatic denial. Details such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Is there any reason your ability to work for our agency would be restricted due to an agreement entered into with a former employer or other party (such as noncompetition agreement) ? Yes No

If yes, please explain: _____

Employment History

Starting with the most recent / present employer, please provide the following information

Employer		Telephone #	Dates employed	
Street Address		City	State	Starting Pay Rate
				<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Starting job title / final job title		Commission / Bonus / Other Compensation \$ _____		
Immediate supervisor and title (most recent position)		May we contact for reference?		Ending/Current Pay Rate
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Reason for leaving?		E-mail:		Commission / Bonus / Other Compensation \$ _____
Job responsibilities / type of work				
Best liked about position				
Least liked about position				

Employer		Telephone #	Dates employed	
Street Address		City	State	Starting Pay Rate
				<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Starting job title / final job title		Commission / Bonus / Other Compensation \$ _____		
Immediate supervisor and title (most recent position)		May we contact for reference?		Ending Pay Rate
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Reason for leaving?		E-mail:		Commission / Bonus / Other Compensation \$ _____
Job responsibilities / type of work				
Best liked about position				
Least liked about position				

Employer		Telephone #	Dates employed	
Street Address		City	State	Starting Pay Rate
				<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Starting job title / final job title		Commission / Bonus / Other Compensation \$ _____		
Immediate supervisor and title (most recent position)		May we contact for reference?		Ending Pay Rate
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Reason for leaving?		E-mail:		Commission / Bonus / Other Compensation \$ _____
Job responsibilities / type of work				
Best liked about position				
Least liked about position				

Employment History

Other than personal illness, injury or disability, please explain any gaps in your employment history: _____

Have you ever been asked to resign or been fired from a job? Yes No If yes, please explain: _____

Skills and Qualifications

Please list any certificates, licenses, skills and/or any special training that may be beneficial to this position:

Computer Skills (check appropriate boxes)

Word Processing _____ Years: _____ Internet _____ Years: _____
 Spreadsheet _____ Years: _____ Other _____ Years: _____
 Presentation _____ Years: _____ Other _____ Years: _____
 E-Mail _____ Years: _____ Other _____ Years: _____

Education Background

Starting with your most recent school attended, provide the following information.

Name of School (include City and State)	Years Completed	Completed	GPA Class Rank	Major / Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List names and telephone numbers of business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Telephone	Relationship	Known # of Years

This information will be used for employment purposes only and reasonable efforts will be made to safe guard your privacy.

Additional Information

List any job-related organizations that you belong to (professional, trade, etc):

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

Organization	Offices Held

List all special accomplishments, publications, awards, etc. that you have received

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

Have you ever written instructions or directions to be followed by employees or customers? Yes No

If yes, please explain: _____

Are you Bi-Lingual? Yes No If yes, explain: _____

Has any child in your family participated in a Head Start program? Currently Previously

Is there any other job-related information that you would like to include about yourself? _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's Chief Executive Officer (CEO).

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete and I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, and/or may result in my immediate termination of employment, whenever it is discovered.

I certify that I have read, fully understand and accept all terms of the above Applicant Statement.

Signature of Applicant _____ Date _____