



City of Marysville, KS  
209 N. 8<sup>th</sup> St. Marysville, KS 66508

### Employment Application

Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, veteran status, marital status, disability, handicap, sexual orientation, citizenship status or any condition prescribed by state or local law.

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Emp Last First M.I.

Address: \_\_\_\_\_  
 Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Pay: \$ \_\_\_\_\_

Position 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 this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been arrested? YES  NO  If Yes, explain below. Attached additional sheets to back.

## 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: \_\_\_\_\_

## Employment

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job Title:	_____	Starting Salary:\$	_____
		Ending Salary:\$	_____
Responsibilities:	_____		
From:	_____	To:	_____
		Reason for Leaving:	_____
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job Title:	_____	Starting Salary:\$	_____
		Ending Salary:\$	_____
Responsibilities:	_____		
From:	_____	To:	_____
		Reason for Leaving:	_____
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job Title:	_____	Starting Salary:\$	_____
		Ending Salary:\$	_____
Responsibilities:	_____		
From:	_____	To:	_____
		Reason for Leaving:	_____
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

## Military Service

Branch:	_____	From:	_____	To:	_____
Rank at Discharge:	_____	Type of Discharge:	_____		
If other than honorable, explain:	_____				

## 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 Disclaimer and Signature

*Please read and understand this statement before signing your application:*

The information I have provided in this application for employment is true, correct and complete. False, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I fully understand and accept all terms and conditions in the above statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Reference Check

Employer	Person Contacted	Results
1		
2		
3		
4		

### Test Results

Test Administered	Raw Score	Rating	Analysis & Comments

### Interview Results

Interviewer Name & Comments