

BARTON COUNTY EMPLOYMENT APPLICATION

1400 MAIN - ROOM 107
GREAT BEND, KANSAS 67530
(620) 793-1800 or toll free at 1-877-419-7171

PERSONAL INFORMATION

Name _____
Last First Middle

Any other names _____
Maiden Married

Address _____
Street City, State, Zip Code

Social Security Number _____ Driver's License Number _____

Phone number _____
Home Work

EMPLOYMENT INFORMATION

Position desired _____

Date you can start _____ Salary desired _____

Are you employed now _____

If so, may we inquire of your present employer _____

EDUCATION INFORMATION

High School(s) Attended _____

Did you graduate - year if so _____

If no, have you received a GED _____

College(s) Attended _____

Did you graduate - year if so _____

Degree(s) received _____

Major/Minor _____

Trade or Business School(s) Attended _____

Did you graduate - year if so _____

Subjects studied _____

Current Certifications Held _____

MILITARY INFORMATION

Have you been honorably discharged from military service – if so, when _____

EXPERIENCE INFORMATION

After reviewing the job description for the position for which you are applying, please explain any skills or experience that would benefit you:

EMPLOYMENT EXPERIENCE

List four (4) previous employers - starting with most recent employment first

Name, Address and Phone of Employer	Position	Salary
1. _____	_____	_____
_____	Dates _____ to _____	
_____	Reason left _____	

Positions held _____

Supervisor's name and position _____

Name, Address and Phone of Employer	Position	Salary
2. _____	_____	_____
_____	Dates _____ to _____	
_____	Reason left _____	

Positions held _____

Supervisor's name and position _____

Name, Address and Phone of Employer	Position	Salary
3. _____	_____	_____
_____	Dates _____ to _____	
_____	Reason left _____	

Positions held _____

Supervisor's name and position _____

Name, Address and Phone of Employer	Position	Salary
4. _____	_____	_____
_____	Dates _____ to _____	
_____	Reason left _____	

Positions held _____

Supervisor's name and position _____

REFERENCES

Please list three (3) references. Do include one employer. Do not include relatives.

Name	Relationship	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

OTHER INFORMATION

Have you ever been convicted of a felony? Yes _____ No _____

If yes, please explain _____

Are you related to any one currently employed by Barton County? If yes, please list the name and office of the person to whom you are related.

ACKNOWLEDGEMENT

I understand that by submitting this application, I am certifying that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on this application will be grounds for dismissal.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I additionally acknowledge that this may include an investigation of my driving record and/or criminal background.

I understand, that as a condition of employment, I may be subject to a physical examination to determine if I would be capable of performing the duties to which I would be assigned and/or to a pre-employment drug test. I further understand that the results of such a test would remain confidential, would be paid by Barton County, and would not affect my opportunity for employment, in keeping with the Americans with Disabilities Act.

I hereby understand and acknowledge that, unless otherwise defined by applicable law any employment relationship with Barton County is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized Barton County official.

I understand that Barton County is an Equal Opportunity Employer and that no individual will be rejected because of race, color, religious creed, national origin, sex, age, handicap or marital status.

This application for employment must be an original, signed and dated to be valid. Fax copies of applications will not be accepted. Applications must be received by the closing date and time of the open application period in order to be considered. No other information, such as resumes, references or transcripts, will be accepted with applications. Applications will be accepted only during open application periods.

Applications will remain on file in the Barton County Administrator's Office for two years from the date of admittance. If you wish for your application to be reviewed for any other job opening, you must notify the Barton County Administrator's Office during the announced application period.

Signature

Date

**BARTON COUNTY
ACKNOWLEDGMENT OF REFERENCE CHECK**

I, _____, acknowledge that I have applied for employment with Barton County, Kansas.

I have authorized an investigation of all statements contained in my application for employment. For that purpose, I authorize present and past employers to provide Barton County with information needed to make an employment decision.

APPLICANT'S SIGNATURE

DATE

Printed Name of Applicant

PAST OR PRESENT EMPLOYER – Information provided will be used in making an employment decision for Barton County, Kansas. Specifically, the applicant has applied for a position with (to be completed by Barton County)

Barton County _____

Great Bend, Kansas, 67530

Phone (620) 793 - _____

Fax (620) 793- _____

Responses should be made to _____ before _____.

Barton County appreciates your cooperative effort in providing accurate employee work history.

Adopted
Revised

BARTON COUNTY
1400 MAIN - ROOM 107
GREAT BEND, KANSAS 67530
(620) 793-1800

APPLICANT SURVEY FORM
Completion of this Form is Voluntary

Date _____

To furnish Barton County with necessary statistics for equal opportunity purposes and for governmental reports, your assistance in completing this form is voluntary. Information provided will be filed separately from the application and will not be used in any employment decisions.

Sex _____ Male _____ Female

Race _____ American Indian _____ Asian or Pacific
_____ White Non-Hispanic _____ Hispanic
_____ Black Non-Hispanic _____ Non-Resident Alien

Birthdate _____

Handicapped _____ Yes _____ No

Barton County, Kansas, is an Equal Opportunity Employer