Application for Employment

PO Box 210
703 Fifth Street
Oswego, KS 67356

Phone: 620/795-4433
Fax: 620/795-4873
Web: www.oswegokansas.com

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 the City Office at 620/795-4433.

Name_____ Social Security #_____
Last First Middle

Address _____
Street City State Zip Code

Telephone# _____ Cell/Other Phone_____

E-mail Address_____

Position applied for_____ Date of application_____

The best time to call you at home is ..... _____ AM PM

May we contact you at work?..... ____Yes ____ No

If **yes**, work number and best time to call: AM

_____ _____ PM

Have you submitted an application here before? ___Yes ____No

If **yes**, give date _____

Have you ever been employed here before?.... ____Yes ____No

If **yes,** give dates: From _____ To _____

And position held_____

Are you legally eligible for employment

In this country?.....____Yes ____No

Date available for work.....

What is your desired salary range or hourly rate of pay?

$_____ Per _____

Type of employment desired: ____Full-Time ____Part-Time

____Seasonal ____Temporary

Will you relocate if job requires it?.....____Yes ____No

Will you travel if job requires it.....____Yes ____No

Are you able to meet the attendance requirements

of the position, (If explained) ..... ____Yes ____No

Will you work overtime if required? .....____Yes ____No

If no, please explain _____

_____

_____

Are you able to perform the essential functions of the job for which you are applying? (with or without reasonable accommodations?) **Information regarding disabilities or the necessity for accommodations is not being requested.**

____Yes _____No ____Need more information about the Job's "essential functions" to respond.

Driver's license number if driving is required in the job for which you are applying:

_____ State_____

Have you ever been bonded.....____Yes ____No

Have you ever pleaded "guilty" or "no contest" to,

Or been convicted of a crime? .....____Yes ____No

Answering yes does not constitute an automatic bar to employment. Factors such as the nature of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. NOTE: You are not obligated to disclose convictions or diversions that have been expunged.

If yes, please provide date and details: _____

_____

_____

Employment History

Please provide the following information, starting with your most recent employer.

Employer Telephone	Dates employed : to
Street Address City State Zip	
Starting job title/final job title	Compensation (Starting) Hourly Salary $ per
Immediate supervisor and title (for most recent position)	
Describe the type of work performed and your job responsibilites	Compensation (Final) Hourly Salary $ per
If you are no longer an employee why did you leave?	
What did you like most about your position?	
What were the things you liked least about the position?	

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Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability._____

_____

_____

_____

If not addressed on previous page, have you ever been fired or asked to resign from a job? ……_____Yes _____No

If **yes**, please explain_____

_____

_____

Skills and Qualifications

List any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying._____

_____

_____

_____

Computer Skills (Please include software titles and years of experience.)

- Word Processing_____Years_____
- Excel (or other Spreadsheet)_____Years_____
- Presentation_____Years_____
- Outlook (or other Email)_____Years_____
- Internet_____Years_____
- Powerpoint_____Years_____
- Other_____Years_____
- Other_____Years_____

Educational Background

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

School (include City & State)	Y ears Completed	Completed	GPA Class Rank	Major/Minor
		____Diploma ____GED ____Certification ____Other		
		____Diploma ____GED ____Certification ____Other		
		____Diploma ____GED ____Certification ____Other		
		____Diploma ____GED ____Certification ____Other		

References

List name and telephone number of three 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	Relationship To You	Telephone	Number of Years Known
			( )	
			( )	
			( )	

Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

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 special accomplishments, awards, 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.

_____

_____

In your current job or a prior job, have you ever written instructions or directions to be followed by employees or customers?

____Yes ____No ____Not Applicable

If **yes**, please explain _____

_____

Is there any other job-related information you want to add?_____

_____

_____

Applicant Statement

I certify that all information I have provided to apply for and secure work with this employer is true, complete and correct. I authorize the employer to obtain information from all references (personal and professional) in order to verify the accuracy of all information provided in this application.

I 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 that federal immigration laws require me to complete an I-9 Form. ***This will require two forms of identification*** such as a driver's license, social security card, birth certificate or passport, etc. ***I understand if these documents are not readily available the hiring process will be delayed and could be terminated***. Therefore it is in the applicants best interest to begin any processes necessary to obtain these legal documents immediately as they could take several weeks to obtain.

The City of Oswego is an Equal Opportunity Employer and does not unlawfully discriminate in it's employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration of employment on the basis of his or her sex, race, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law.

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, or may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT:

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

Signature of Applicant_____ Date _____

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