|  |  |
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|  | *City of Baldwin City, Kansas* |

# General Job Application

|  |  |
| --- | --- |
| Position Applied for: |  |

## Personal Data

**Contact**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | Middle |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |
| --- | --- |
| Date Available: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Eligibility** |  |  |  |  |  |
| Do you have a legal right to work in the U.S.? |  |  | If yes, are you able to provide documents as required by law to verify your eligibility to work in the U.S.? | YES | NO |
|  |  |  |  |  |  |
| Have you ever been convicted of an offense against the law other than a minor traffic violation? | YES | NO |

If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Driver’s License**

Do you have a valid Driver’s License? \_\_\_\_\_\_\_\_ Driver’s License State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a CDL Endorsement? \_\_\_\_\_\_\_\_

**Previous City Employment & Relatives**

Have you worked for Baldwin City before? \_\_\_\_\_\_\_\_\_\_\_\_\_

If so, please list your position title, your department, and the start and end dates of your employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any relatives working for Baldwin City? \_\_\_\_\_\_\_\_\_\_\_\_

If so, provide the names of all relatives and their relationship to you. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Education Information

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | City/State: |  |

|  |  |  |
| --- | --- | --- |
| Did you graduate? | YES | NO |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | City/State: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Did you graduate? | YES | NO | Degree: |  |

## Previous Employment

**Most Recent Employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| City/State: |  | Supervisor: |  |

|  |  |
| --- | --- |
| Position Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Duties: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start Date: |  | End Date: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
|  |  |  |  |
|  |  |  |  |

**Previous Employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| City/State: |  | Supervisor: |  |

|  |  |  |
| --- | --- | --- |
| Position Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Duties: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | End Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Previous Employer**   |  |  |  |  | | --- | --- | --- | --- | | Company: |  | Phone: |  | | City/State: |  | Supervisor: |  |  |  |  |  | | --- | --- | --- | | Position Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | | --- | --- | | Duties: |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Start Date: |  | End Date: |  | Reason for Leaving: |  |  |  |  |  |  | | --- | --- | --- | --- | | May we contact your previous supervisor for a reference? | YES | NO |  | |  |  |  |  | |  |  |  |  |  References Please list three professional references.   |  |  |  |  | | --- | --- | --- | --- | | Full Name: |  | Relationship: |  | | Company: |  | Phone: |  | | Address: |  |  |  | |  |  |  |  | | Full Name: |  | Relationship: |  | | Company: |  | Phone: |  | | Address: |  |  |  | |  |  |  |  | | Full Name: |  | Relationship: |  | | Company: |  | Phone: |  | | Address: |  |  |  | |  |  |

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Grade at Separation: |  | Duty Assignment at Separation: |  |

|  |  |
| --- | --- |
| Reserve Status: |  |

## Skills & Certifications

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| --- | --- |
| Professional Certifications and Licenses: |  |

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| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Office & Other Skills: Including supervision skills, other languages or relevant information regarding your qualification for the position you wish to bring to the City’s attention. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Applicant Statement |
| I certify that my answers are true and complete to the best of my knowledge and that intentional misrepresentations or omissions may be cause for the rejection of my application and that if hired I may be released from employment.  I understand that the company may require me to successfully complete a pre-employment drug and alcohol test as a condition of employment and that continued employment may be based on the successful completion of similar tests.  I understand that the company may as part of the hiring process request an investigative consumer report from a third-party entity or agency including information concerning my character, general reputation, personal characteristics, credit records, and mode of living. I may make a written request to the company to provide me with additional information regarding the nature and scope of any such report.  I understand that employment with your company is “at will” and nothing in the interview or hiring process, this application, or your company policies are intended to create an employment contract between myself and the company. Employment may be terminated by either party at any time for any reason with or without notice.   |  |  |  |  | | --- | --- | --- | --- | | Signature: |  | Date: |  | |