

EMPLOYMENT

In the spaces below give a complete record of employment during the past ten years. List positions in the order you held them, starting with present or most recent position and work back.

A. Company _____ Position _____
Address _____ City _____ State _____
Dates: From _____ to _____ Salary \$ _____ per _____
Supervisor's Name, Title and Phone # _____
Specific Duties _____

Reason for Leaving _____

B. Company _____ Position _____
Address _____ City _____ State _____
Dates: From _____ to _____ Salary \$ _____ per _____
Supervisor's Name, Title and Phone # _____
Specific Duties _____

Reason for Leaving _____

C. Company _____ Position _____
Address _____ City _____ State _____
Dates: From _____ to _____ Salary \$ _____ per _____
Supervisor's Name, Title and Phone # _____
Specific Duties _____

Reason for Leaving _____

D. Company _____ Position _____
Address _____ City _____ State _____
Dates: From _____ to _____ Salary \$ _____ per _____
Supervisor's Name, Title and Phone # _____
Specific Duties _____

Reason for Leaving _____

Explain any gaps between periods of employment:

MISCELLANEOUS QUESTIONS

If presently employed, why do you wish to leave? _____

May we contact your present employer? Yes, No If no, explain _____

Have you ever supervised other employees? Yes, No # supervised _____

Have you ever been employed by the City of Olathe? Yes, No

If yes, in which department _____

Position _____ Dates: From _____ to _____

Do you have any relatives working for the City of Olathe? Yes, No

If yes, indicate: Department _____ Relationship _____

Check the line which reflects your legal right to obtain employment in the United States: U.S. Citizen
 Permanent Resident Status Other (Explain) _____

Have you ever been convicted of or entered into a diversion agreement for any criminal offenses other than a minor traffic violation?" Yes, No

If yes, explain: _____

Disclosure of a criminal record will not necessarily disqualify you from employment consideration. Each conviction will be evaluated on its own merits with respect to time, circumstances, and seriousness, in relation to the job for which you are applying. However, failure to disclose such information may result in disqualifying you from employment or termination of employment.

SKILLS INVENTORY – Check those skills which you have acquired:

Clerical

- Typing WPM _____
- Personal Computer
- Calculator
- Switchboard
- Filing
- Cashiering
- Payroll
- General Accounting
- Bookkeeping

Technical

- Computer Programming
- Surveying
- Drafting
- Cartography
- Photography
- Construction Inspection
- EMT/Paramedic

Maintenance

- Truck Driver – to 1 ½ tons
- Backhoe-Loader
- Grader
- Farm Tractor
- Trencher
- Bull Dozer
- Snow Plow
- Front End Loader
- Street Sweeper
- Welding
- Plumbing
- Electrical

Other Skills and/or licenses _____

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying.

	Name	Address	Occupation	Telephone #/Email Address
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

COMMENTS

State why you believe you are qualified to perform the kind of work for which you are applying:

APPLICANT

**PLEASE READ AND UNDERSTAND THE FOLLOWING INFORMATION
BEFORE SIGNING AND SUBMITTING THIS APPLICATION.**

In order for us to process your application, please review the statements listed below:

I declare that all statements contained in this application are true and that any misrepresentation or omission may result in the rejection of my application and/or termination of my employment at any time. In filling out this application I understand and acknowledge that no offer or promise of employment has been made. The City of Olathe is not obligated to provide employment nor am I obligated to accept employment. I understand that my application will remain on file for three months and after that period I must renew my application to be considered for other employment opportunities. The City of Olathe is an at-will employer; accordingly both the employee and employer can terminate the employment relationship at-will, with or without cause, at any time. I authorize you to conduct a criminal background check, a driving record check, a credit check (if applicable), as well as personal and professional background checks, for the purpose of consideration of this application. You may contact any references, past and current employers, and any individual or organization that might be relevant to the position for which I am applying - except for those specifically excluded in writing on this application. I hereby release all of these references, employers and other individuals/organizations from any and all liability for damages, including but not limited personal injury, that might occur in connection with the processing of this application. I understand that any offer of employment is contingent upon the results of a background investigation, pre-employment physical examination and drug screening test.

This organization prohibits and does not tolerate discrimination in any form, including harassment, on the basis of race, color, national origin, religion, sex, age, veteran status, disability, or any other protected category of individuals. The City of Olathe is an equal opportunity employer. (For further information, please consult our EEO policy.) I understand and acknowledge, if hired, that I am subject to all laws, rules, regulations, policies, and employee handbook requirements applicable to the position to which I am hired.

My signature indicates that I have read all of the above statements, I have asked any questions I may have had, and I fully understand all of these statements.

Date _____ Signature _____

HUMAN RESOURCES DEPARTMENT:

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