



# Application for Employment

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or presence of non-job-related medical condition or handicap.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Means of Contact: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Company:  JBN Telephone  Haviland Telephone  Giant Communications

How did you hear of the open position?

Advertisement  Friend / Relative  Employment Agency  Walk-in

On-line job referral (i.e. Monster)  Other: \_\_\_\_\_

## FORMER EMPLOYMENT

Most Recent Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Date of employment: \_\_\_\_\_ Manager's Name: \_\_\_\_\_

Salary: \_\_\_\_\_ Phone: \_\_\_\_\_ Still Employed?  Yes  No

Reason for leaving: \_\_\_\_\_



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**Previous Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Address of Employer:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

**Date of employment:** \_\_\_\_\_ **Manager's Name:** \_\_\_\_\_

**Salary:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Address of Employer:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

**Date of employment:** \_\_\_\_\_ **Manager's Name:** \_\_\_\_\_

**Salary:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

Have you ever been discharged or asked to resign form any position?       Yes    No

If yes, please describe the circumstances: \_\_\_\_\_

**Employer Contact Notice:** We may contact employers listed above unless you request we do not in the space below.

Please, do not contact:

**Employer:** \_\_\_\_\_

**Reason:** \_\_\_\_\_



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## Miscellaneous Items:

List friends or relatives working for us: \_\_\_\_\_

Are you available to work:  Full Time  Part-Time  Temporary

List earliest date you could begin: \_\_\_\_\_

If part time, what hours could you work? \_\_\_\_\_

Are you currently laid off and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Will you work overtime, if asked?  Yes  No

## Education:

	School Name & Address	Did you Graduate? Yes / No	Degree / Course of Study
High School			
Business / Tech School			
College			
Graduate School			

List professional, trade, business, or civic organizations and activities: \_\_\_\_\_

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## Personal References:

Name	Address	Phone	Business /Occupation

## Certification: Please read carefully.

Pursuant to K.S.A. 53-601, I hereby certify under penalty of perjury that the foregoing is true and correct. I understand that any false statements on these applications materials are considered sufficient cause for dismissal. Upon submission to Company, application materials become property of the Company. I authorize and consent that representatives of Company can investigate all statements contained in these application materials, including, but not limited to conferences with previous employers and references I have given. I release and hold harmless any person, organization, government jurisdiction or Company from liability or damage, which may result from furnishing the information requested. I further waive my right to personal access to any references given to Company. If employed, I agree to furnish additional information as required to government agencies, for enrollment in various benefit plans, and for proper payroll processing.

I understand that this application is not a contract of employment. I further understand that employment with Company is entered into voluntarily, and Employee is free to resign at any time for any reason, with or without notice. Similarly, Company is free to terminate Employee at any time, with or without notice for any reason. Any appointment for employment arising from this application does not provide an expectation of continued employment.

Signature of Applicant

Date