



Osawatomie
KANSAS

EMPLOYMENT APPLICATION

439 Main St.
PO Box 37
Osawatomie, KS 66064
(913) 755-2146 (4164)
info@osawatomieks.org

Our policy is to provide equal opportunity to all qualified applicants and employees without regard to race, color, religion, national origin, sex, age, handicap, veteran status, or other conditions as legally required, as well as to implement affirmative action towards applicants and employees as legally required.

P E R S O N A L H I S T O R Y	Full/Legal Name (First)		(Last)		(Preferred Name)	
	Current Address			City	State	Zip Code
	Date Available for Employment	Telephone No.	Email Address		How long at present address?	
	Position Interested In	Minimum Acceptable Wage/Salary \$ per	Available for (<i>please select one</i>): Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/>		Are you available to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Were you ever in our employ? Yes <input type="checkbox"/> When? No <input type="checkbox"/>		How were you referred?		List any relatives currently in our employ:	
	Have you ever been convicted of any criminal offense other than minor traffic violations? <small>(A conviction record does not necessarily bar you from employment; factors such as age and time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account.)</small>					Yes No
	Are you at least 18 years of age? Yes <input type="checkbox"/> If not, please No <input type="checkbox"/> state your age		Are you legally eligible for employment in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>		If "Yes," Please Provide Brief Details of Conviction:	
	Are you able to perform all essential functions of the job for which you are applying with or without reasonable accommodations? Yes No					

Educational Background - Please Only List Most Relevant/Recent Information

A resume may be submitted in lieu of completing this section.

E D U C A T I O N	Name of School	Location (City, State)	Graduate?	Degree or Program
	High School(s)		Yes No	
			Yes No	
	College(s)		Yes No	
			Yes No	
	Business, Trade, or Technical School(s)		Yes No	
	Are you currently enrolled in any school? Yes <input type="checkbox"/> No <input type="checkbox"/>		Current School Schedule	Name of School Major / Program
	Have you been in the U.S. Military Service? Yes <input type="checkbox"/> No <input type="checkbox"/>	Special Training in U.S. Military		

A resume may be submitted in lieu of completing this section.

EMPLOYMENT RECORD

May we contact the employers listed above? Yes ☐ No ☐ If 'No', please explain: _____

List any other experiences or skills which you feel would qualify you for employment: _____

In signing and submitting this application for employment to City of Osawatomie, I clearly Understand and agree: (1) I certify that the information contained in this application is Correct and complete to the best of my knowledge and understand that omission, misrep-resentation or falsification of information is grounds for refusal to employ me or my dis-missal if I am employed; (2) I authorize the references listed above, schools and current and past employers to give City of Osawatomie any and all records and information con-cerning my previous employment and any information they may have, personal or other-wise, and I release all parties from all liability for any damage or claim that may result from furnishing the same to the Company; (3) If I am employed, I agree to abide by the rules, regulations and policies of City of Osawatomie and my employment and compensa-tion can be terminated, with or without cause and with or without notice, at any time, at the option of either City of Osawatomie or myself: (4) I understand that no representative of City of Osawatomie, other than the City Manager of City of Osawatomie, has any authority to enter into any agreement for employment for any specified period of time, or make any agreement contrary to the foregoing.

APPLICANT SIGNATURE

Date of Application

P E R S O N N E L	
Start Date	Position
Salary	Department
Authorized By:	