



City of Leavenworth, Kansas
100 North 5th Street Leavenworth, KS 66048
www.leavenworthks.org



Application for Employment

Important Note: Answer all questions as completely and accurately as possible. Only **COMPLETE** and **LEGIBLE** applications will be considered!

Position Applied For: _____ Date of Application: _____

How did you hear about this position? _____

Name: _____
Last _____ First _____ Middle _____

Address: _____
Street _____ City _____ State _____ Zip _____

Phone Number: _____ Email: _____

At least 21 years of age? ____ If no, date of birth: _____ Are you a US Citizen? ____ SSN (Last Four Only): _____

Do you have a valid driver's license? ____ If yes: _____
DL Number _____ State _____ Expiration Date _____

Have you ever worked for us? _____ If yes, when? _____

Are you related to any current city employee? ____ If yes, who: _____

Veterans Preference:

Do you claim veteran's preference? ____ If yes, check one of the following: ____ 5 points ____ 10 points Disabled Veteran
Dates of Service: _____ to _____ (NOTE: Must attach copy of DD-214, Member 4 copy.)

Have you ever been convicted of a felony? ____ Date(s) of Conviction(s): _____

If yes, Offense(s): _____

(Such conviction may be relevant, if job related, but does not necessarily bar you from employment.)

Record of Education

| | Name and Location (City & State) | How many years completed? | Did you graduate? | Diploma, GED, or Degree Received: |
|--------------|----------------------------------|---------------------------|-------------------|-----------------------------------|
| High School: | | | | |
| College: | | | | |
| Trade/Other: | | | | |

Personal References

(Not former employers or relatives)

| Name and Occupation | Address (City & State) and/or Email | Phone Number |
|---------------------|-------------------------------------|--------------|
| | | |
| | | |
| | | |

List all skills, qualifications, and experiences that make you an ideal candidate for working with the City:

Employment History: List **ALL** past work experiences starting with your current or most recent position. Include military and volunteer work. Explain any lapses in employment. Attach additional sheets and/or resume, if necessary.

Employer: _____ Address: _____
Supervisor: _____
Start Date: _____ End Date: _____
Starting Salary: _____ End Salary: _____
Position(s) Held: _____ FT: ____ PT: ____ Intern: ____ Seasonal: ____
Reason for Leaving: _____

Specific Duties and Responsibilities: _____

Employer: _____ Address: _____
Supervisor: _____
Start Date: _____ End Date: _____
Starting Salary: _____ End Salary: _____
Position(s) Held: _____ FT: ____ PT: ____ Intern: ____ Seasonal: ____
Reason for Leaving: _____

Specific Duties and Responsibilities: _____

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Reason for Leaving: _____

Specific Duties and Responsibilities: _____

Certificate of Applicant/Release of Authorization: I understand and agree that any misrepresentation on this application form and/or accompanying resume will be sufficient cause for cancellation of this application and/or the termination of my employment if I am already employed. Furthermore, I acknowledge that, just as I am free to resign at any time, the City reserves the right to terminate my employment at any time, with or without cause, and without prior notice. I acknowledge that no representative of the City has the authority to provide assurances to the contrary. I grant the City permission to investigate all references and gather additional information about me to assess my suitability for employment. I hereby release the City and its representatives from any and all liability for seeking such information, as well as any individuals, corporations, or organizations that provide such information. I agree that my typed signature below will have the same validity and effect as a handwritten signature.

Signature of Applicant: _____ Date: _____

The City of Leavenworth is an Equal Opportunity Employer.

APPLICANT AFFIRMATIVE ACTION INFORMATION

SELF-IDENTIFICATION FORM

Required Information

Name: _____ **Date of Application:** _____

Position(s) for which you are applying: _____

Voluntary Information

The information below is necessary to comply with EEOC (Equal Employment Opportunity Commission) objectives and AA (Affirmative Action) State/Federal reporting requirements and the administration of civil rights laws and regulations. We invite you to indicate your gender and race/ethnicity below. This information is kept separate from your application.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Responses will remain confidential within the Human Resources Department; and will be used only for the necessary information to include in our EEO/AA reporting requirements. When reported, data will not identify any specific individuals.

Definitions of race/ethnicity are below (as defined by the Equal Employment Opportunity Commission).

Gender: Male Female

Age: Check only if Under 18 _____ or between the ages 40-70 _____

Race/Ethnic Identification (check one):

Are you Hispanic or Latino? Yes No

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

If you answered “Yes” you have completed this form. If you answered “No” please select a race from the options below.

White (Not Hispanic or Latino) - *A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.*

Black or African American (Not Hispanic or Latino) - *A person having origins in any of the black racial groups of Africa.*

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - *A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.*

Asian (Not Hispanic or Latino) - *A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.*

American Indian or Alaska Native (Not Hispanic or Latino) - *A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.*

Two or More Races (Not Hispanic or Latino) - *All persons who identify with more than one of the above five races.*

I do not wish to disclose.