



# Employment Application

**Doniphan County, Ks**

PO Box 278, 120 E Chestnut St.  
Troy, KS 66087 785-985-3513

*This form has been designed to assist you in applying with the county; all information given will be treated in a confidential manner. Please complete all information requested.*

Name \_\_\_\_\_  
Last First M.I.  
 Social Security No \_\_\_\_\_ Date \_\_\_\_\_  
 Position(s) Desired (Title & Department) \_\_\_\_\_  
 Salary Desired \_\_\_\_\_ Full-Time  Part-Time  Temp

Address (Street/City/State/Zip) \_\_\_\_\_ Telephone \_\_\_\_\_

Have you ever been employed by Doniphan County? \_\_\_\_ If yes, please list dates of employment, position(s) held, and department(s)

Have you ever been interviewed for a job with Doniphan County? If yes, please give the date and position for which you interviewed \_\_\_\_\_

State your name at that time if different from present \_\_\_\_\_ List any relatives employed by Doniphan County \_\_\_\_\_

As an adult, have you ever been convicted of an offense other than a minor traffic violation? Yes  No   
 (Convictions are evaluated by position and are not necessarily disqualifying). If yes, please explain below:

How did you learn about this position? County Employee  Employment Opportunities Listing  Employment Hotline  Internet   
 Newspaper \_\_\_\_\_ School  State Employment Office  Other (specify) \_\_\_\_\_

## EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 If you did not complete high school, do you have a GED? \_\_\_\_\_

School Level	School Attended	Address	Years	Major	Degree/ #Credits
High School					
College/University					
Graduate School					
Trade School					

Drivers License  Type \_\_\_\_\_ State \_\_\_\_\_ CDL

Other Skills and/or Licenses \_\_\_\_\_

Volunteer Work/Internships (Job Related) \_\_\_\_\_

## SKILLS INVENTORY

- Typing 01
- WPM \_\_\_\_\_
- Personal Computer 05
- Software: \_\_\_\_\_
- Dictaphone 04
- Calculator 06
- Switchboard 07
- Filing 08
- Cashiering 09
- General Accountg. 10
- Data Entry 11
- Microfilm 12
- Programming 12
- Languages: \_\_\_\_\_
- Drafting 14
- AutoCAD 15
- Surveying 16
- Const. 17
- Inspection 17
- Cashiering 09
- Read Blue Prints 18
- EMT-State 19
- EMICT-State 20
- RN-State 21
- LPN-State 22
- CMA-State 23
- CAN-State 24
- Registered Dietician 25
- Dispatching 26
- Other \_\_\_\_\_
- Truck Driver <1.5t 28
- Truck Driver >1.5t 28
- Backhoe-Loader 29
- Grader 30
- Farm Tractor 31
- Trencher 32
- Bull Dozer 33
- HVAC 34
- Welding 35
- Plumbing 36
- Electrical 37
- Carpentry 38
- Vehicle Maintenance 39
- Concrete Work 40
- Asphalt Work 41

(For office use only)

Date Received: \_\_\_\_\_

Listing the most recent first, complete your employment record for at least the past ten (10) years.

Last Name First Name SSN

Employer \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Telephone \_\_\_\_\_ May we call for references? \_\_\_\_\_

Briefly, explain duties \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Telephone \_\_\_\_\_ May we call for references? \_\_\_\_\_

Briefly, explain duties \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Telephone \_\_\_\_\_ May we call for references? \_\_\_\_\_

Briefly, explain duties \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Telephone \_\_\_\_\_ May we call for references? \_\_\_\_\_

Briefly, explain duties \_\_\_\_\_

Doniphan County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of programs and services.

"If employed, I understand that I must conform to the policies of Doniphan County and to any departmental rules and regulations, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either Doniphan County or myself. I hereby certify that the information given on all pages of this application is true and correct. I understand that any answers contrary to the truth may be grounds for dismissal or refusal to hire and that nothing has been withheld that would affect my employment. I authorize my former employers, educational institutions and other persons or entities identified in this application to provide any and all information or documents about me to Doniphan County, Kansas. I hereby relieve all individuals connected with such release from liability for providing this information. If employed, I understand that I must furnish information required pertaining to birthdate, sex, race, citizenship, marital status and number of dependents and would agree to conform to the rules and regulations of the County."

Applicant Signature: \_\_\_\_\_

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