



Employment Application

Doniphan County, Ks

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

Name _____

Last

First

M.I.

Social Security No _____ Date _____

Position(s) Desired (Title & Department) _____

Salary Desired _____ Full-Time Part-Time Temp

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.

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					

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. Inspection 17
- Read Blue Prints 18
- EMT-State__ 19
- EMICT-State__ 20
- RN-State__ 21
- LPN-State__ 22
- CMA-State__ 23
- CAN-State__ 24
- Registered. 25
- Const. 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

Drivers License Type _____ State _____ CDL

Other Skills and/or Licenses _____

Volunteer Work/Internships (Job Related)

(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
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Employer _____ Address _____
 From _____ to _____ Job Title _____ Salary _____ Reason for leaving _____
 Supervisor Name _____ Telephone _____ May we call for references? _____
 Briefly, explain duties _____

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 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: _____