

THE CITY OF ROELAND PARK **Application for Employment**

4600 W. 51ST Street, Roeland Park, Kansas 66205 website: www.roelandpark.org

Notice to Applicant:

Complete this application carefully and completely. This information will aid us in evaluating your qualifications. Please attach additional paper and/or documents if necessary to more fully explain your answers. The City of Roeland Park welcomes all qualified applicants without regard to their race, color, religion, gender, national origin, age, veteran status, marital status, medical condition or disability. All offers of employment are conditional upon successfully passing all appropriate examinations and lab tests to include a drug screen. Physical and/or other examinations are used to determine if applicants are qualified to perform the essential functions of the position with or without reasonable accommodation.

The City of Roeland Park is an at-will employer. Either the employee or the City can terminate the employment relationship at will, with or without cause, at any time.

Position(s) applying for _____ Date _____

Name (Last, First, Middle) _____
(Please print your full name clearly) (Email Address)

Address _____
Must provide a complete address (Number & Street, Apt. #, City, State & Zip Code)

Previous Address (Past 5 Years) _____

Phone number(s) _____ or _____ Social Security # _____
Home Cell

Please indicate the type of position you are willing to accept: Full-time Part-time Seasonal Temporary Volunteer

Will you work overtime? ___ Yes ___ No Date available for work _____

Do you have the legal right to work in the United States? ___ Yes ___ No Are you at least 18 years of age? _____

If hired, valid documentation will be required to verify eligibility.

Have you applied with the City of Roeland Park before? ___ If so, when? _____ Position applied for _____

Have you been employed with the City of Roeland Park? ___ Dates _____ Position _____

Reason for leaving _____

Have you ever been convicted of a felony crime or misdemeanor other than a traffic violation? _____ If yes, complete the following:

Date charges were filed _____ Nature of the felony/misdemeanor _____

Jurisdiction involved (Law enforcement agency) _____

Are you a registered sex offender? ___ Yes ___ No. If so, where are you registered? _____

***** A conviction record may not automatically disqualify you from employment with the City *****

Have you ever been bonded? _____ If yes, in what positions _____

Have you ever been refused? _____ Are you a notary public? _____

Driving Record Violations? _____ Valid driver's license # and State: _____

How did you hear of this position?

Newspaper(specify): _____

Friend _____

Walk-in _____

Web Site (specify): _____

Posted notice _____

City Employee _____

EMPLOYMENT HISTORY

- Begin with present or most recent employment. You may use additional paper if necessary.
- May we contact your present employer regarding qualifications and record of employment? _____
- May we contact other employers listed? _____

Dates of Employment	Name of Company & Address	Job Title & Brief Description of Work Performed
Hours Per Week		

Supervisor _____
Reason for Leaving _____
Telephone _____ # of Employees Supervised _____ Final Salary _____

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Supervisor _____
Reason for Leaving _____
Telephone _____ # of Employees Supervised _____ Final Salary _____

Account for any time that you were unemployed:

EDUCATION

Name of School	Address/ Zip Code	# of Years Completed	Did you Graduate?	Degree & Major	# of credits completed
High School/ GED					
College					
Graduate Work					
Other (Specify)					

SKILLS

Please check those skills which you have acquired:

Clerical/Office

Accts. Payable
Accts. Receivable
Adding Machine
Cash Register
Correspondence
Credit Card Mach.
Customer Service
Dictaphone
Gen. Accounting
Inventory
Payroll
Phone Reception
Purchasing
Records Mgmt.

Computer

Database Maint.
Spreadsheets
Word Processing

Maintenance

Asphalt Work
Bulldozer
Carpentry
Chain Saw
Concrete Work
Construction
Dump Truck
Equipment Oper.
Gen. Maintenance

Grader

Hand Tools
Landscaping
Mowing
Snow Plow
Street Sweeper
Truck Driver
Vehicle Maint.

Public Safety

E. M. T.
Firefighting I
Firefighting II
FSEE
CPAT

Prof/Other

Bldg. Inspections
CAD
CDL
Codes Enforcing
Const. Inspections
Drafting
Electrical Repair
GIS
Graphic
Illustrating
Notary Public
Photography
Plumbing

Do you speak any language other than English? Y N Fluent? Y N Which one(s) _____

Please specify any other skills: _____

Use this space to list any additional information (hobbies, interests, volunteer organizations, etc.):

List occupation or professional licenses, certificates or registrations which you hold:

REFERENCES

List personal acquaintances who can give reference of your character and ability. Do not include relatives.

<u>Name and address</u>	<u>Telephone</u>	<u>Occupation</u>	<u>Years Acquainted</u>

ALCOHOL & DRUG SCREENING REQUIREMENT

I understand and agree that, as a condition of employment and, if employed, as a condition of continued employment, I may be required to submit to drug and alcohol screening tests to determine compliance with the City of Roeland Park's policy on Drug and Alcohol abuse. Failure to comply with the testing program will be grounds for disqualification or immediate discharge. I understand that I can review and receive a copy of the City's Drug and Alcohol screening policy upon request.

Signature

(Applicant must sign in order to be considered for any position with the City)

Date

AUTHORIZATION FOR RELEASE OF INFORMATION

This authorizes the City of Roeland Park or its representatives to fully investigate, in the manner it deems appropriate, the information contained in my application. I understand that the information obtained by the City of Roeland Park is for internal use only and will not be released to unauthorized persons.

This document also authorizes all individuals, partnerships, corporations or other entities to release to the City of Roeland Park or its authorized representatives, any and all information, records or documents whatsoever deemed by the City of Roeland Park or its representatives to be necessary to complete its investigation on my application. Said information or documents may concern but are not necessarily limited to my current or past salaries, finances, credit ratings or reports, accounts, background, general reputation, military services, criminal conviction record, civil litigations, bankruptcy record, driving record, and former employment history including the reason(s) for termination.

I hereby release any records custodian from any and all damages or liability resulting from providing to the City of Roeland Park the information authorized hereby and complying with this Authorization. This release is binding upon my heirs and representatives.

Should there be any question as to the validity or intent of this Release, you may contact me for clarification.

Signature

(Applicant must sign in order to be considered for any position with the City)

Date

FOR EMPLOYER'S USE ONLY

References Checked:

Application Reviewed By:

Comments:

