

# MITCHELL COUNTY COMMUNICATIONS

114 S CAMPBELL, BELOIT, KS 67420

785-738-6600 FAX 785-738-6603

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Last Name	First Name	Middle Name
Address Number	Street	City
		State
		Zip Code
Daytime Telephone Number(s)		Drivers License # and STATE or Date of Birth and SS#

If you are under 18 years of age, can you provide required proof of your eligibility to work?      YES      NO

Have you ever filed an application with us before?      YES      NO  
 If yes, give date \_\_\_\_\_

Have you ever been employed with us before?      YES      NO  
 If yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here?      YES      NO

Are you currently employed?      YES      NO

May we contact your present employer?      YES      NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?      YES      NO  
*Proof of citizenship or immigration status will be required upon employment*

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired pay range? \_\_\_\_\_

Are you available to work:      \_\_\_ Full-Time      Any restrictions on availability? \_\_\_\_\_  
    \_\_\_ Part-Time

Are you currently on "lay-off" status and subject to recall?      YES      NO

Can you travel if the job requires it?      YES      NO

Have you been convicted of a crime?      YES      NO

If Yes explain \_\_\_\_\_

If you are considered for employment could you pass a multi-tasking test for typing, listening, and decision making?

YES      NO

Can you work 12 hour shifts?      YES      NO

WE ARE AN EQUAL OPPORTUNITY EMPLOYER  
EDUCATION

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS / DIPLOMA DEGREE
ELEMENTARY SCHOOL			
HIGH SCHOOL			
UNDERGRAD COLLEGE			
GRADUATE PROFESSIONAL			
OTHER (SPECIFY)			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the United States Military.

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### EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed	
	From      To	
Address		
	Hourly Rate/Salary	
Job Title                  Supervisor		

Reason for leaving :

Employer	Dates Employed	
	From      To	
Address		
	Hourly Rate/Salary	
Job Title                  Supervisor		

Reason for leaving :

Employer	Dates Employed	
	From      To	
Address		
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Reason for leaving :

Employer	Dates Employed	
	From      To	
Address		
	Hourly Rate/Salary	
Job Title                  Supervisor		

Reason for leaving :

**ADDITIONAL INFORMATION**

**OTHER QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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**SPECIALIZED SKILLS**

_____ PC/MAC	_____ Other please explain	_____
_____ Word Processing		_____
_____ Spreadsheet		_____
_____ WPM		_____

State any additional information you feel may be helpful to us in considering your application

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**REFERENCES NOT RELATED TO YOU**

Name	Phone Number
Address	
Name	Phone Number
Address	
Name	Phone Number
Address	
Name	Phone Number
Address	

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arranged Interview

Remarks

Interview Date

Employed

Date of Employment

Hourly Wage

FOR PURPOSES OF BACKGROUND CHECK YOU MUST PROVIDE A DRIVERS LICENSE NUMBER OR LEGAL NAME AND DATE OF BIRTH. BACKGROUND CHECKS INCLUDE LOCAL, STATE AND FEDERAL AGENCIES. DRUG TESTING MAY BE REQUESTED BEFORE EMPLOYMENT OFFERED. YOU WILL NOT BE CONSIDERED FOR EMPLOYMENT IF YOU HAVE ANY SERIOUS MISDEMEANOR OR FELONY CONVICTIONS.