

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ **Desired Salary** _____ \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for the City of South Hutchinson? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and correct to the best of my knowledge. I authorize the City of South Hutchinson to make investigation of my personal or employment history and authorize any present / former employer, person, firm, corporation, credit agency or government agency to give the City of South Hutchinson any information they may have regarding me, and I understand that any misrepresentation, or omission shall be cause for dismissal. In consideration of the prospective employer review of this application, I release the City of South Hutchinson and all providers of information from any liability as a result of furnishing this information.

Signature: _____ Date: _____



**South Hutchinson Police Department
10 East Blanchard Avenue
South Hutchinson, Kansas 67505**

PRE-EMPLOYMENT BACKGROUND WAIVER

PLEASE PRINT OR TYPE		PERSONAL DATA		ATTACH ADDITIONAL SHEETS AS NECESSARY	
1. Last Name		First	Middle	2. Date of Birth	3. Social Security Number
4. Apt. No.	5. Street Address		6. City	7. State	8. Zip Code
9. Current DL #			10. State of Issue	11. Issued	12. Expires

PLACES OF RESIDENCE						
<i>Please list the address of each place where you have lived during the past ten (10) years</i>						
Inclusive Dates		Apt No.	Street Address	City	State	Zip Code
From	To					

WAIVER
<p>This waiver authorizes the full & complete disclosure of information to the South Hutchinson Police Department concerning my driver's history, criminal history, credit history, educational background, employment history, records of the Department of Human Resources Child Support Enforcement, records of local, state, and federal criminal justice agencies, and all other information which may be used in determining my suitability for employment in a governmental position of trust. This further releases all persons and companies of any liability in relinquishing the requested information to representatives of the South Hutchinson Police Department for the purpose of my being considered for employment or appointment to a position within local government. This release also acknowledges that I will submit to a fingerprint background check as designated by the position.</p> <p>I understand my rights under Title 5, Under the United States Code, Section 552A, the Privacy Act of 1974, and waive those rights with the understanding that information furnished will be used by the South Hutchinson Police department and retained by them in confidence unless I authorize release.</p> <p>I have had adequate time to read and review this form and I understand its meaning and purpose.</p> <p align="right">_____ Signature</p> <p align="right">_____ Date</p>