



CITY OF MCPHERSON, KANSAS

"AN EQUAL OPPURTUNITY EMPLOYER"

APPLICATION FOR TEMPORARY EMPLOYMENT

Date: _____

Department: _____

Name (Last, Middle, First): _____

Position (Job) Desired: _____

Street Address: _____

City, State, and Zip Code: _____

Home Phone Number: _____ Cell Phone Number: _____

Are you at least 18 years of age? Yes _____

No _____

Schools Attended other than High School:	Course Studied:	Degree or Certificate:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Special Qualifications and Skills (licenses, skills, equipment, typing, computer skills, etc)

Experience: Start with your present or last job and work backwards:

Employer:	Telephone:	Dates (month/year)	
		From	To
Job Title:			
Supervisor:			
Reason for Leaving:		Hourly Rate/Salary	
		Start	End
		\$	\$
Describe duties and responsibilities:			

Employer:	Telephone:	Dates (month/year)	
		From	To
Job Title:			
Supervisor:			
Reason for Leaving:		Hourly Rate/Salary	
		Start	End
		\$	\$
Describe duties and responsibilities:			

Employer:	Telephone:	Dates (month/year)	
		From	To
Job Title:			
Supervisor:			
Reason for Leaving:		Hourly Rate/Salary	
		Start	End
		\$	\$
Describe duties and responsibilities:			

Do you have a valid Kansas Drivers License? Yes _____ No _____

Drivers License Number: _____

Do you have a CDL? Yes _____ No _____

If Yes, list type of endorsement(s) you have: _____

If selected for employment, you must notify your supervisor within 30 days of a conviction for any traffic violation (except parking) no matter what type of vehicle you were driving; and if your license is suspended, revoked, or cancelled, or if you are disqualified from driving.

Have you ever been convicted of an offense against the law or forfeited collateral, or are you now under charges for any offense against the law? You may omit: Any offense committed before your 21st birthday which was finally adjudicated a juvenile court or under a Youth Offender Law. Yes _____ No _____

If your answer is "Yes" give details below. Show for each offense: (1) date, (2) charge, (3) place, (4) court, and (5) action taken. NOTE: A conviction does not automatically mean you cannot be considered. What you were convicted of and how long ago, are important. Give all of the facts so that a decision can be made.

CERTIFICATION: I certify that all of the statements made in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Date

Social Security Number

**This application will be in an active file for three months and will remain in our files for 6 months. We are an Equal Opportunity Employer and required to advertise for position openings.

**The Civil Rights Act of 1964 prohibits discrimination in employment practices because of race, religion, sex, or national origin.