



City of Leavenworth, Kansas
100 North 5th Street
Leavenworth, KS 66048
City Website: *www.leavenworthks.org*

Application for Employment

Important Note: Answer all questions as completely and accurately as possible. Only **COMPLETE** and **LEGIBLE** applications will be considered! The City of Leavenworth is an Equal Opportunity Employer.

Position Applied For _____ Date of Application _____

Name _____
Last First Middle

Address _____
Street City State Zip

Telephone _____ Cell phone _____ Email: _____

Social Security Number XXX-XX - (last 4 only) Are you a US Citizen? _____ Have you ever worked for us? _____ If yes, When? _____

Have you ever been convicted of a felony? _____ (Such conviction may be relevant, if job related, but does not necessarily bar you from employment.) If yes, explain. _____

Do you have a valid driver's license? _____ If yes, _____
State Number Expiration Date

Are you at least 21 years of age? _____ If no, date of birth _____

How did you hear about this position (i.e., Website, Workforce Partnership Center, Newspaper, Friend, or Other)? Please explain: _____

Are you related to any current city employee? _____ If yes, please list _____

List any special skills, qualifications, or experiences which make you especially fit for work with the City. _____

Veterans Preference

Do you claim veteran's preference? _____ If yes, check one of the following: _____ 5 points _____ 10 points Disabled Veteran

Dates of Service _____ to _____ **NOTE:** You must attach copy of DD-214, Member 4 copy, in order to be considered for preference eligibility.

Record of Education

| | Name of School/Address | Course of Study | Years Completed | | | | Did You Graduate? | Diploma, Degree or GED |
|-----------------|------------------------|-----------------|-----------------|---|---|---|-------------------|------------------------|
| | | | 1 | 2 | 3 | 4 | | |
| High School | | | 1 | 2 | 3 | 4 | | |
| College | | | 1 | 2 | 3 | 4 | | |
| Other (Specify) | | | 1 | 2 | 3 | 4 | | |

Personal References (Not former employers or relatives)

| Name and Occupation | Address (City & State) or Email Address | Telephone Number |
|---------------------|---|------------------|
| | | |
| | | |
| | | |

Employment History: List ALL past work experiences starting with your current or most recent position. Explain any lapses in employment. Include military and volunteer work. Attach additional sheets if necessary.

| | |
|--|---|
| Total Years Employed _____ Yrs. Mos. From _____ To _____ Avg Hours per Week _____ | Employer _____ Address _____ Title _____ Starting Salary _____ Ending Salary _____ Specific Duties and responsibilities _____ Reason for Leaving _____ |
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| Total Years Employed _____ Yrs. Mos. From _____ To _____ Avg Hours per Week _____ | Employer _____ Address _____ Title _____ Starting Salary _____ Ending Salary _____ Specific Duties and responsibilities _____ Reason for Leaving _____ |
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Certificate of Applicant: It is understood and agreed that any misrepresentation on this application form and/or associated resume will be sufficient cause for cancellation of this application and/or termination of employment if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the City reserves the right to terminate my employment at any time, with or without cause and without notice. I understand that no representative of the City has the authority to make assurances to the contrary. I give the City the right to investigate all references and to secure additional information about me to be used to determine my suitability for employment. I hereby release from liability the City and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information. I agree that my typed signature below will have the same force and effect as a manual signature.

Signature of Applicant _____ Date _____