

Lyndon Kansas

GATEWAY TO THE LAKES

730 Topeka Ave, P.O. Box 287, Lyndon, KS 66451
Tel: 785-828-3146 Fax: 785-828-3148

EMPLOYMENT APPLICATION Date: _____ Position(s) applied for: _____

The City only accepts applications for open positions. Applicants are required to complete each section. You are not required to furnish any information which is prohibited by federal, state or local law.

PERSONAL INFORMATION

(Last Name, First, Middle) (Social Security #) _____

(Street Address) (Home Telephone) _____

(Mailing Address, if different) (Work Telephone) _____

(City, State, Zip Code) Can you be contacted at work? Yes No

(If less than 12 months at above address, list previous address.)

Are you legally authorized to accept employment in this country? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

Do you have adequate means of transportation to get to work on time each day? Yes No

Do you have a valid driver's license? Yes No Class _____ License# _____
(Need to complete only if a valid license is a specific requirement of the job for which you are applying.)

Have you previously been employed by the City of Lyndon? Yes No
If yes, indicate below the date which you worked for the City.

Department: _____ Dates (From/To) _____

EMPLOYMENT HISTORY

List all previous work, military service and/or periods of unemployment for the past ten (10) years. This section must be completed. **A resume cannot be substituted for this section**, but a resume may be attached.
(Have you attached a resume? Yes No)

Please use additional paper or back of sheet if needed.

1. Employer: _____

Address: _____

Type of Employer: _____ Tel. # _____

Title: _____ Employed from ____/____/____ to ____/____/____

Earnings: _____ per hour weekly annual

Duties: _____

Name and Title of Immediate Supervisor: _____

Reason(s) for leaving or desiring change: _____

2. Employer: _____

Address: _____

Type of Employer: _____ Tel. # _____

Title: _____ Employed from ____/____/____ to ____/____/____

Earnings: _____ per hour weekly annual

Duties: _____

Name and Title of Immediate Supervisor: _____

Reason(s) for leaving or desiring change: _____

3. Employer: _____

Address: _____

Type of Employer: _____ Tel. # _____

Title: _____ Employed from ____/____/____ to ____/____/____

Earnings: _____ per hour weekly annual

Duties: _____

Name and Title of Immediate Supervisor: _____

Reason(s) for leaving or desiring change: _____

4. Employer: _____

Address: _____

Type of Employer: _____ Tel. # _____

Title: _____ Employed from ____/____/____ to ____/____/____

Earnings: _____ per hour weekly annual

Duties: _____

Name and Title of Immediate Supervisor: _____

Reason(s) for leaving or desiring change: _____

5. Please list any skills or experience **not covered** in 'job duties' above: _____

6. Have you ever been dismissed, involuntarily terminated or forced to resign from employment? _____

If yes, please explain: _____

EDUCATION/TRAINING

High School and Location: _____

Graduated: Yes No Year Graduated: _____ or GED: Yes No GED Obtained: _____

College/University Name and Location: _____

Major(s): _____ Total Years Attended: 1 2 3 4 5

Degree(s) Obtained: _____

Other Education: Name, Location(s) & Degrees:

Licenses and/or Certifications:

I understand that providing false information or willful misrepresentation may cause the applicant for employment to be rejected or may cause dismissal if hired.

(Signature)

(Date)



AT-WILL EMPLOYMENT DISCLAIMER and APPLICANT’S AGREEMENT AND CERTIFICATION

I understand that the use of this application form does not indicate there are any positions open and does not in any way obligate the City of Lyndon. I agree that nothing contained in this application or in the granting of an interview is to be construed as creating any obligations, promise or contract by the City of Lyndon.

I understand that should I be granted an interview, no representations that may be made at the interview are to be construed as creating any obligation, promise or contract on behalf of the City of Lyndon. Further, I understand that if I am hired by the City of Lyndon, **my employment can be terminated with or without cause, and with or without notice, at any time, for any lawful reason or for no reason at all by me or the City of Lyndon.** I also understand this “**at-will**” employment relationship may not be changed unless the City of Lyndon specifically acknowledges such change in writing. I understand that no supervisory, management or any other employee of the City of Lyndon has any authority to make a commitment of guaranteed or continuing employment to me, and no document or publication of the City of Lyndon should be interpreted to make such a guarantee.

If hired, in consideration of my employment, I agree to conform to the policies and procedures of the City of Lyndon, as they may from time to time be implemented or revised.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks.

I have read, understood and agree to the foregoing.

Signature

Name (Printed or Typed)

Date

CRIMINAL BACKGROUND

Note: This portion of the application will only be reviewed by the person(s) in charge of employment and anyone involved in interviewing the applicant.

Have you ever been convicted of a crime? Yes No Date of Birth: _____

If yes, please give information regarding the nature of the charge, the date and location of conviction and the final disposition of the case:

Applicants are **not** required to disclose the existence of an arrest, criminal charge or conviction for which records have been "erased". The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "knolled"; (d) a criminal charge for which the person was found not guilty; and, (e) a conviction for which the person received an absolute pardon.

Any applicant whose criminal records were erased will be considered to have never been arrested and may so swear under oath.

I understand that the information provided above will not necessarily result in the rejection of my application, but that the nature of the information will be considered as it related to the performance of the job duties in question and in light of the requirements of state and federal law.

Signature

Name (Printed or Typed)

Date

