



Rock Springs 4-H Center-Application for Employment

1168 K-157, Junction City, KS 66441-7455

Phone 785-257-3221 Fax 785-257-3304

www.rocksprings.net

Please complete the following information in full using black or blue ink

General Information

Date _____

First and Last Name _____ Maiden _____

Address _____

City _____ State _____ Zip _____

Main Phone _____ Cell Phone _____

May we contact you at work? Yes ___ No ___ Work Phone _____

E-Mail _____

If under 18 years of age, please fill out the following information:

Guardian's Name _____

Guardian's Address _____

Guardian's Main Phone _____ Cell _____ Work _____

Employment Questions

Position applied for _____

Type of employment desired (check all that apply)

Full Time ___ Part Time ___ Summer ___ Seasonal ___

Date Available for Work _____ Previous Application Date _____

Former Employee: Yes ___ No ___ From _____ To _____

Are you legally eligible for employment in this country? Yes ___ No ___

Proof of U.S. Citizenship or immigration will be required upon employment.

Have you been convicted of a felony in the last seven years? Yes ___ No ___

If yes please explain _____

Have you ever been convicted of sexual abuse or child abuse? Yes ___ No ___

If yes please explain _____

Such convictions may be relevant if job-related, but does not bar you from employment.

Are you related to anyone currently employed by Rock Springs 4-H Center or the Kansas 4-H Foundation? Yes ___ No ___ Relationship _____

Educational Background

Formal Education:

Number of years _____ High School Name, City, State _____

College/University/Trade School

School Name and Location Years Completed Degree Major/Minor GPA/(opt)

Other Education & Training:

Name of Program School/Institution Comments

Skills and Qualifications:

Skills (Typing, CPR, Lifeguard) Level Last Used

Employment History

List your last four employers (if applicable), starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.

Prior employer _____ Years ____ From ____ To ____

Address _____

Telephone _____

Position (Job Title) _____

Immediate Supervisor & Title _____

Reason for Leaving _____

Beginning wage/salary _____ per _____ Ending wage/salary _____ per _____

May we contact for reference Yes _____ No _____

Summarize the nature of the work performed and job responsibilities _____

Prior employer _____ Years ____ From ____ To ____
Address _____
Telephone _____
Position (Job Title) _____
Immediate Supervisor & Title _____
Reason for Leaving _____
Beginning wage/salary _____ per _____ Ending wage/salary _____ per _____
May we contact for reference Yes _____ No _____
Summarize the nature of the work performed and job responsibilities _____

Prior employer _____ Years ____ From ____ To ____
Address _____
Telephone _____
Position (Job Title) _____
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Beginning wage/salary _____ per _____ Ending wage/salary _____ per _____
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Prior employer _____ Years ____ From ____ To ____
Address _____
Telephone _____
Position (Job Title) _____
Immediate Supervisor & Title _____
Reason for Leaving _____
Beginning wage/salary _____ per _____ Ending wage/salary _____ per _____
May we contact for reference Yes _____ No _____
Summarize the nature of the work performed and job responsibilities _____

References

List name and telephone numbers of three business/work references who are not related to you and not shown as immediate supervisor under the Employment History section on the preceding page. If not applicable, list three school or personal references that are not related to you.

Name	Telephone	Years Known
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It is understood and agreed upon that any misrepresentation by me in this application is sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at anytime, with or without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary. I affirm that I have a genuine intent and no other purposes in applying for a job with this company.

I give the Employer the right to investigate all references and to secure additional information about me, including a criminal background check, driving record check and a drug screen. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporation or organizations for furnishing such information.

The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 90 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to complete a new application.

Signature of applicant _____ Date signed _____

Unsigned applications are not considered.