



# Rock Springs 4-H Center-Application for Employment

1168 K-157 Hwy - Junction City, KS 66441

(785) 257-3221 – FAX (785) 257-3304

Email: administration@rocksprings.net

*Instructions: Please complete the following information in full, using ink.*

## **General Information**

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Name \_\_\_\_\_  
 Previous names used \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_  
 May we contact you at work? Yes \_\_\_\_\_ No \_\_\_\_\_ Work phone \_\_\_\_\_

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

Guardian's name \_\_\_\_\_  
 Guardian's address \_\_\_\_\_  
 Guardian's telephone Home \_\_\_\_\_ Work \_\_\_\_\_

## **Employment Questions**

Position applied for \_\_\_\_\_  
 Type of employment desired (Check all that apply)  
 Full time \_\_\_\_\_ Part Time \_\_\_\_\_ Hours \_\_\_\_\_ Temporary \_\_\_\_\_ Occasional \_\_\_\_\_ Seasonal \_\_\_\_\_  
 Date available for work \_\_\_\_\_ Previous application date \_\_\_\_\_  
 Former employee: Yes \_\_\_\_\_ No \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Are you legally eligible for employment in the 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 \_\_\_\_\_  
 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/Etc.**

School name and location      Years completed      Degree      Minor/Major      GPA (optional)

**Other Education & Training**

Name of program                                      School/Institution                                      Comments

**Skills & Qualifications**

Skills (Typing, CPR, Lifeguard)                                      Level (WPM, etc.)                                      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

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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

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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 \_\_\_\_\_

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Address \_\_\_\_\_

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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

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**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 who 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 any time, the Employer reserves the right to terminate my employment at any time, 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 and driving record checks. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer does not discriminate in employment and no questions 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 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: \_\_\_\_\_

(Unsigned applications are not considered)