

**Important Instructions:**

The information presented on this form will determine the acceptance of your application and may also be used as a basis for all or part of your grade rank. For this reason, it is extremely important that you answer all questions completely and accurately and that you relate your background as closely and as fully as possible to the duties described in the job announcement or description. You may attach a resume or additional documentation. Applicants reaching final employment consideration will be required to verify certain information stated in their application. You must complete this page but you may attach your resume in lieu of completing the following pages if the resume provides the same information as requested in education and work experience. You may also attach your resume as a supplement to the information you provide in the application. However you must complete the last page of the application.

We are not responsible for errors made by the mail system or for mechanical failure of a fax machine. If you use a fax machine, the original documents must be mailed to our office. If you are a person with special needs and you need an accommodation at any time during the recruitment or employment process, you are responsible for informing us of your needs. Thank you for your interest in Crawford County.

**Please indicate the departments for which you would like to submit an application of employment.**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Ambulance             | <input type="checkbox"/> County Clerk (Fiscal/Elections) | <input type="checkbox"/> Road and Bridge          |
| <input type="checkbox"/> Appraiser/ GIS        | <input type="checkbox"/> Health                          | <input type="checkbox"/> Sheriff/ Jail            |
| <input type="checkbox"/> Attorney              | <input type="checkbox"/> Juvenile Justice RJA            | <input type="checkbox"/> Treasurer/ Motor Vehicle |
| <input type="checkbox"/> Community Corrections | <input type="checkbox"/> Register of Deeds               | <input type="checkbox"/> Zoning                   |

Type or Print in Ink

|   |                        |  |   |
|---|------------------------|--|---|
| <b>Last Name</b>  | <b>First Name</b>      | <b>Middle Initial</b>  |   |
|   |                        |  |   |
| <b>Permanent Address</b>  | <b>City</b>            | <b>State</b>   | <b>Zip</b>                                |
|   |                        |  |   |
| <b>Home Phone</b>   | <b>Alternate Phone</b> | <b>e-mail address</b>  |   |
|   |                        |  |   |
| <b>If any family member is employed by Crawford County, give name, relationship and where employed.</b> |                        |  | <b>Are you a current county employee?</b> |
|   |                        |  |   |
| <b>When will you be available for employment?</b>   |                        | <b>If this job requires a motor vehicle do you have a valid KS driver's license?</b> |   |
|   |                        |  |   |
| <b>Are you a U S citizen or do you have papers allowing you to work in the US?</b>                      |                        | <b>Do you have access to a car if this job requires it?</b>                          |   |
|   |                        |  |   |
| <b>Are you a resident of Crawford County, or are you willing to relocate?</b>                           |                        | <b>May we share this information in this application with other employers?</b>       |   |
|   |                        |  |   |

**Education and Training**

|  |                            |   |                                |
|--|----------------------------|---|--------------------------------|
| <b>Grammar and H. S. highest year completed 1-12; did you graduate?</b>  |                            | <b>Name and Location of H. S.</b>                               | <b>Year Diploma granted</b>    |
|  |                            |   |                                |
| <b>College, University, Business, Vocational or other school</b>   |                            | <b>How many years were you in college or university if any?</b> |                                |
| <b>Name and location of institution</b>  | <b>Date From - Date To</b> | <b>Credits Earned</b>   | <b>Major - Degree and Date</b> |
|  |                            |   |                                |
|  |                            |   |                                |
|  |                            |   |                                |
|  |                            |   |                                |
| <b>Describe any education you have had which is not covered above, such as correspondence courses, service schools, in-service training. Please give dates.</b>                      |                            |   |                                |
|  |                            |   |                                |
| <b>Indicate academic honors or other achievements which may be helpful in evaluating your background.</b>  |                            |   |                                |
|  |                            |   |                                |
| <b>If currently licensed or registered to practice in KS as a member of some profession or trade, indicate type of license or registration</b>                                       |                            |   |                                |
|  |                            |   |                                |
| <b>List memberships in Professional or technical associations</b>  |                            | <b>List community service involvement</b>                       |                                |
|  |                            |   |                                |
| <b>Typing Speed</b>  | <b>Dictation Rate</b>      | <b>Office Machines</b>  | <b>Softwares</b>               |
|  |                            |   |                                |
| <b>Describe here to what extent your training and experience have given you the technical knowledge, skill, and interest to perform the type of work for which you are applying.</b> |                            |   |                                |
|  |                            |   |                                |

**Work Experience**

|  |   |  |                                     |
|--|---|--|-------------------------------------|
| <b>Present or Most Recent Employer</b>   |   | <b>Your Title</b>                      | <b>Kind of Business</b>             |
|  |   |  |                                     |
| <b>Address of Business</b>   | <b>Reasons for leaving or considering leaving</b> |  | <b>Name and title of supervisor</b> |
|  |   |  |                                     |
| <b>From (Month - Year)</b>   | <b>To (Month - Year)</b>                          | <b>_____ Full time _____ Part time</b> | <b>Beginning Pay - Ending Pay</b>   |
|  |   |  |                                     |
| <b>Your Duties</b>   |   |  |                                     |
|  |   |  |                                     |
| <b>Next Most Recent Employer</b>   |   | <b>Your Title</b>                      | <b>Kind of Business</b>             |
|  |   |  |                                     |
| <b>Address of Business</b>   | <b>Reasons for leaving or considering leaving</b> |  | <b>Name and title of supervisor</b> |
|  |   |  |                                     |
| <b>From (Month - Year)</b>   | <b>To (Month - Year)</b>                          | <b>_____ Full time _____ Part time</b> | <b>Beginning Pay - Ending Pay</b>   |
|  |   |  |                                     |
| <b>Your Duties</b>   |   |  |                                     |
|  |   |  |                                     |
| <b>Next Most Recent Employer</b>   |   | <b>Your Title</b>                      | <b>Kind of Business</b>             |
|  |   |  |                                     |
| <b>Address of Business</b>   | <b>Reasons for leaving or considering leaving</b> |  | <b>Name and title of supervisor</b> |
|  |   |  |                                     |
| <b>From (Month - Year)</b>   | <b>To (Month - Year)</b>                          | <b>_____ Full time _____ Part time</b> | <b>Beginning Pay - Ending Pay</b>   |
|  |   |  |                                     |
| <b>Your Duties</b>   |   |  |                                     |
|  |   |  |                                     |
| <b>May we obtain references from your current and previous employers? If no, name and explain exceptions</b> |   |  |                                     |
|  |   |  |                                     |
| <b>If you were discharged from any employment please state the details.</b>                                  |   |  |                                     |
|  |   |  |                                     |

**Record of Law Enforcement Convictions**

**Have you ever been convicted of any violations of city ordinances, county ordinances, or state or federal laws? (This information will only be used if relevant to the position for which you are applying.)**

| Date | Municipal/County/State | Law Violated | Disposition/Outcome |
|------|------------------------|--------------|---------------------|
|      |                        |              |                     |
|      |                        |              |                     |
|      |                        |              |                     |

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.** Crawford County, Kansas is committed to the policy of equal employment opportunity in recruiting, hiring, career advancement, and all other personnel practices.

**All Applicants must make this certificate:**

I have read the job specifications and in my opinion I meet the minimum requirements. I certify that all answers to the questions in this application are true and I agree that any misstatements of material fact will cause forfeiture on my part to any and all rights to any employment in the county service.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name

**ACKNOWLEDGMENT OF AT WILL EMPLOYMENT**

I acknowledge that both my employment and my comensation CAN BE TERMINATED AND/OR CHANGED AT WILL, without prior notice and at the sole option of Crawford County. I understand that no representattive of Crawford county has any authority to enter into any agreement hiring me for a specified period of time, or to make any agreement contrary to this acknowledgment.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name

An Affirmative Action Employer for Equal Employment Opportunity