

BARTON COUNTY

Employment Application

1400 Main – Room 107, Great Bend, KS 67530
 (620) 793-1800 • www.bartoncounty.org



APPLICANT INFORMATION

Last Name				First			M.I.	Date			
Street Address							Apartment/Unit #				
City				State			ZIP				
Phone				E-mail Address							
Date Available				Driver's License #			Desired Salary				
Position Applied for											
Are you available to work:				<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Shift Work	<input type="checkbox"/> On call as needed	<input type="checkbox"/> Temporary			
Are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>									
Have you ever worked for the County?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?								
How did you hear about the open position?	Newspaper <input type="checkbox"/>	Internet / Web Posting <input type="checkbox"/>	Word of Mouth <input type="checkbox"/>	Other <input type="checkbox"/>							

EDUCATION

High School				Address							
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree								
College				Address							
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree								
Other				Address							
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree								

REFERENCES

Please list three professional references. Do include one employer. Do not include relatives.

Full Name				Relationship						
Company				Phone						
Address										
Full Name				Relationship						
Company				Phone						
Address										
Full Name				Relationship						
Company				Phone						
Address										

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

May we contact your previous supervisor for a reference? YES NO

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

May we contact your previous supervisor for a reference? YES NO

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

May we contact your previous supervisor for a reference? YES NO

MILITARY SERVICE

Honorable discharge from military service, when _____

SPECIALIZED SKILLS

Microsoft Word Microsoft Excel Microsoft Outlook Microsoft Access Microsoft PowerPoint

Microsoft Publisher QuickBooks Driver's License Type "A" "B" "C"

Equipment / Machinery Operated (list) _____

Other (list) _____
