BARTON COUNTY Employment Application

1400 Main - Suite 108, Great Bend, KS 67530 (620) 793-1800 · www.bartoncounty.org



APPLI	CANT	INFO	RMATIO	N														
Last Na	me					First			M.I.		Date	•						
Street Address										Apartment/Unit #								
City						State			ZIP									
Phone						E-mail Address												
Date Av	ailable	le			Driver's Lic	cense #			De	Desired Salary								
Position Applied for																		
Are you available to work:			☐ Full-1	Full-Time Part-Time Shift Work On call as needed						d	Те	mporary						
Are you	author	orized to work in the U.S.?			YES 🗌	NO 🗆												
Have yo	ou ever	worked	d for the Co	ounty?	YES 🗌	NO 🗆	If so, w	hen?										
How did you hear about the open position? Newspaper Internet / Web Posting Word of Mouth Other Other																		
FDLIC	EDUCATION																	
High School					Address	Address												
Did you		ite?	YES	NO 🗆	Degree													
College					9	Address												
Did you		ite?	YES 🗌	NO 🗆	Degree	71441000												
Other	graduc	ito:	1123	NO L	Degree	Address												
Did you	aradus	duate? YES NO			Degree	Audiess												
Did you	yrauu	ite:	163	NO 🗀	Degree													
REFERENCES																		
Please list three professional references. Do include one employer. Do not include relatives.																		
Full Nar	ne						Rela	tionship										
Compar	ny						Pho	ne										
Address	Address																	
Full Nar	ne					Relationship												
Compar	ny						Phone											
Address																		
Full Nar	ne			Rela	Relationship													
Compar	ny					Pho	Phone											
Address	;						J											

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 referen	ce? 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 referen	ce? YES 🗌	NO 🗆							
Company			Phone							
Address			Supervisor							
Job Title		Starting Salary	\$	Ending Salary	\$					
Responsibilities										
From To	Reason for Leaving	l								
May we contact your previous	supervisor for a referen	NO								
MILLITARY CERVICE										
MILITARY SERVICE Honorable discharge from military service, when										
Tionorable discharge from military service, when										
SPECIALIZED SKILLS										
☐ Microsoft Word ☐ M	icrosoft Excel	icrosoft Outlook	☐ Microsoft Access ☐ Microsoft PowerPoint							
☐ Microsoft Publisher ☐ Qu	uickBooks Driver	□ "A" □ "B" □ "C"								
Equipment / Machinery Operated (list)										
Other (list)										

OTHER QUALIFICATIONS
Other skills, abilities, qualifications, certifications, specialized or technical training not previously listed that may be relevant to this position. Additional sheets or a resume may be attached.
DISCLAIMER AND SIGNATURE
ACKNOWLEDGEMENT I understand that by submitting this application, I am certifying that the facts contained in this application are true and complete to the best
of my knowledge and I understand that, if employed, falsified statements on this application will be grounds for dismissal.
I authorize investigation of all statements contained in this employment application as may be necessary in arriving at an hiring decision. I acknowledge that this may include an investigation of my driving record and/or criminal background.
I understand, that as a condition of employment, I will be subject to a physical examination to determine if I am capable of performing the duties to which I would be assigned. I will also be subject to a pre-employment drug test. I further understand that the results of such tests will remain confidential. Barton County will pay for all initial testing.
I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Barton County is of an "at will" nature. This means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized Barton County official.
I understand that Barton County is an Equal Opportunity Employer and that no individual will be rejected because of race, color, religious creed, national origin, sex, age, handicap, or marital status.
By signing this application, I acknowledge that I am the individual whose name appears on the application. Once signed, the application can be submitted in person, via mail, email, or fax. Barton County will treat both original and electronic signatures as an original signature. Applications must be received by the closing date and time of the open application period in order to be considered. Applications will be accepted only during open application periods.
Applications will remain on file in the Barton County Human Resources Office for two years from the date of admittance. If I wish for my application to be reviewed for any other job opening, I must notify the Barton County Human Resources Office during the announced application period.
Signature Date