

Application for Employment

Smith County is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, gender, national origin, age, marital status, veteran status, medical condition, disability, or any other legally protected status. Equal access to the hiring process, services, and employment is available to all persons. Applicants requiring accommodation to the application and/or interview process should contact a representative of the County Clerk's Office.

Each question should be answered completely and accurately. **No action will be taken on this application until all questions have been answered and the application has been signed and dated.** Verification of eligibility to work in the U.S. will be required if an employment offer is made.

Applicant Information

Name _____
Last Frist Middle

Addres _____
Street Apt.# City State Zip Code

Telephone _____ Current Driver's License _____ Yes _____ No

Positions(s) applied for: _____

Have you applied here before? ____ Yes ____ No If yes, give date (if known): _____

Are you available to work ____ Full-time ____ Part-time ____ Shift work ____ Temporary

Are you employed now? ____ Yes ____ No On what date are you available for work? _____

Are you 18 or older? ____ Yes ____ No

Do you have any pending criminal or traffic cases in District or Municipal court? ____ Yes ____ No

Pending Charge(s): _____

Smith County is an Equal Opportunity/Affirmative Action Employer
Smith County, 218 S. Grant St, Smith Center, Ks 66967

Have you been convicted of a felony or misdemeanor other than moving traffic violations?

___ Yes ___ No

If yes, please completed the following (a conviction record will not necessarily be a bar to employment):

Conviction: _____ Location: _____ Date: _____

Result or outcome: _____

Are you currently on a deferred adjudication? ___ Yes ___ No

Location: _____ Date: _____

Result or outcome: _____

Education

High School

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? ___ Yes ___ No

Trade School/College/University

School: _____ Address: _____

From: _____ To: _____ Did you graduate? ___ Yes ___ No

Certificate Received: _____

Describe Course of Study: _____

Trade School/College/University

School: _____ Address: _____

From: _____ To: _____ Did you graduate? ___ Yes ___ No

Certificate Received: _____

Describe Course of Study: _____

Smith County is an Equal Opportunity/Affirmative Action Employer
Smith County, 218 S. Grant St, Smith Center, Ks 66967

References

Give the name and telephone number of three (3) business/work references who are not related to you. List at least one of your previous supervisors.

Name	Occupation	Company	Phone Number
------	------------	---------	--------------

Name	Occupation	Company	Phone Number
------	------------	---------	--------------

Name	Occupation	Company	Phone Number
------	------------	---------	--------------

Previous Employment

List your past four (4) employers including military and voluntary service assignments. **Start with your present or last or last job.** Attach an additional sheet if necessary.

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____ Salary: Starting _____ Final _____

Work Performed: _____

Reason for Leaving: _____

May we Contact: ___ Yes ___ No

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____ Salary: Starting _____ Final _____

Work Performed: _____

Reason for Leaving: _____

May we Contact: ___ Yes ___ No

Smith County is an Equal Opportunity/Affirmative Action Employer
Smith County, 218 S. Grant St, Smith Center, Ks 66967

Employer: _____ Telephone: _____
Address: _____
Job Title: _____ Supervisor: _____
Dates Employed: From _____ To _____ Salary: Starting _____ Final _____
Work Performed: _____
Reason for Leaving: _____
May we Contact: ☐ Yes ☐ No

Employer: _____ Telephone: _____
Address: _____
Job Title: _____ Supervisor: _____
Dates Employed: From _____ To _____ Salary: Starting _____ Final _____
Work Performed: _____
Reason for Leaving: _____
May we Contact: ☐ Yes ☐ No

Please summarize your job-related skills or specialized training:

List job-related special accomplishments, projects, awards. (Excludes information that would reveal race, color, religion, gender, national origin, age, marital or veteran status, medical condition, disability, or any other legally protected status):

List any additional information you would like us to consider.

PLEASE READ BEFORE SIGNING, IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING ANY OF THESE STATEMENTS, PLEASE EXPRESS THEM BEFORE SIGNING.

I understand that Smith County is making no employment offer currently. I certify that the information in this application is correct to the best of my knowledge. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews is grounds for disqualification from further consideration for employment or for termination if employed.

I authorize Smith County to contact the Kansas Bureau of Investigation or any other appropriate agency or entity for purpose of obtaining my criminal history record. I also authorize Smith County to contact any Company, institution or individual it deems appropriate to investigate my employment history, character, qualifications, credit history, driving record, and other relevant information, if job-related. I give my full consent for all contacted persons including former employers to provide the information concerning this application, and I waive my right to bring any cause of action against these individuals for all liability for damages arising from furnishing the requested information to Smith County. I acknowledge that a facsimile of this from is as valid as the original.

A County-paid pre-employment drug test and physical will be required. I understand that any offer of employment may be withdrawn if I test positive for drugs and/or if a condition is discovered for which no reasonable accommodation can be made.

I certify that all statements on this application are true and complete and that I have not withheld anything that would, if disclosed, affect this application unfavorably. I authorize investigation of all statements contained in this application for employment, as may be necessary in arriving at our employment decision. I understand that this application is current for only 60 days. At the conclusion of this time, if I have not heard from Smith County and still want to be considered for employment, it will be necessary to fill out a new application.

I authorize the County to make whatever inquiries it deems necessary or desirable, and to contact consumer reporting agencies or other persons, and to secure consumer reports or investigate consumer report in connection with the application for employment as provided by the Fair Credit Reporting Act of 1970. I further authorize and direct any person or consumer reporting agency to participate in, such inquiries at the request of the County, and to compile any information it may have or obtain in response to such inquiries. I understand that I may request that the County completely and accurately disclose to me the nature and scope of the investigation requested. Such a request must be made in writing to the Smith County Sheriff's Department, within a reasonable time after completion of this application. Should employment be denied as a direct result of information contained in such an investigative consumer report, I will be advised as to the name and address of the consumer-reporting agency supplying the report and can contact such agency if I desire any further information.

Smith County is an Equal Opportunity/Affirmative Action Employer
Smith County, 218 S. Grant St, Smith Center, Ks 66967

I understand that if I am hired, my employment at Smith County is "at-will" and may be terminated by myself or by the County at any time, with or without cause or notice. I understand that no representative of Smith County has the authority to make any assurance to the contrary.

Contingent upon my employment with the County, I agree to comply with all policies, procedures and regulations as stated in the Personnel Manual, which may be changed at any time, or other policies and procedures communicated at any time to the employees of the County.

As a condition of my employment with the County, I will supply necessary documentation required under the Immigration Reform and Control Act of 1986 to establish citizenship or verification that I am authorized by the Secretary of Labor to work in this country.

Signature

Date

Name (Printed)

Maiden Name and/or other names known by: _____

Date of Birth: _____

Social Security Number: _____

Driver's License Number: _____

State Driver's License issued: _____

Smith County currently verifies information with:

- KIS Background/Bureau of Investigation
- Prior employment
- References

According to the Fair Credit Reporting Act, applicants are entitled to know if insurance or employment is denied because of information obtained by the prospective employer from a consumer-reporting agency.

STATE OF _____)

COUNTY OF _____) SS.

This instrument was acknowledged before me on _____, 20____, by _____.

(seal)

Printed Name: _____

Notary Public

My Appointment Expires: _____

Smith County is an Equal Opportunity/Affirmative Action Employer
Smith County, 218 S. Grant St, Smith Center, Ks 66967

**APPLICANT AFFIRMATION OF
DRUG AND ALCOHOL TESTING POLICY**

STATEMENT OF POLICY

Smith County is committed to providing a safe, drug and alcohol-free workplace for all County employees and the general public.

Smith County is concerned with the safety and wellbeing of its employees. Smith County's Drug and Alcohol Testing Program offers a helping hand to those who need it, while sending a clear message that drug or alcohol use WILL NOT BE TOLERATED!

It is the policy of Smith County that all applicants who receive a conditional offer of employment submit to a drug test to document that they are drug free. Refusal to comply with this requirement will be considered the equivalent of receiving a confirmed "positive" result for employment and disqualification purposes. Any applicant who receives a confirmed "positive" drug screen result will have the offer of employment withdrawn and will be subject to disqualification from employment but will be referred to a Substance Abuse Professional (SAP). If an applicant receives a verified positive drug test result and requests a retest of the split sample, the applicant agrees to reimburse Smith County for the cost of the retest \$150.00.

AFFIRMATION OF POLICY

As an applicant for a position, I affirm that I have read and understand the Smith County's Drug and Alcohol Testing Policy Statement of Policy noted above, and I am aware that any offer of employment is conditional upon my taking a drug test and the results thereof. If hired into a position for Smith County, I agree to abide by all provisions of the anti-drug policy, as a condition of my continued employment with County.

Applicant Name (Please Print)

Applicant Signature/Date

Smith County Representative/Date

Smith County is an Equal Opportunity/Affirmative Action Employer
Smith County, 218 S. Grant St, Smith Center, Ks 66967