City of Cheney
131 North Main
P.O. Box I
Cheney, Kansas 67025
(316) 542-3622

Employment Application – PLEASE PRINT CLEARLY

You may also attach a resume, but a resume is not a substitute for filling out this application.

Applicant Information

Position Applied for: _____

Full Name: _____ Date: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: **$** _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Are you related to any City employee or elected City official YES ☐ NO ☐ If yes, who and what is the relationship? _____

Have you ever been convicted of a felony? YES ☐ NO ☐ (Such conviction may be relevant if job-related, but does not bar you from employment)

If yes, please explain: _____

_____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ GED or Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address:

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Revised 02/14/2024

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ _____

_____

Previous Employment – List your MOST RECENT first

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

Are you requesting Veterans preference in accordance with Kansas law? _____Yes _____ NO

Applicant's or Applicant's spouse's Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

_____

I prefer not to disclose information ☐

Skills, Certifications, and Qualifications

What machinery or equipment can you operate that may be applicable to this position: _____

_____

Do you possess a valid driver's license: _____ No _____Yes

List any certifications you have that may be applicable to this position:

_____

_____

Summarize any qualifications or skills you have that may be applicable to this position?

_____

_____

Additional Information

State any additional information you feel may be helpful to us in considering your application:

_____

_____

_____

_____

Disclaimer and Signature

PLEASE READ AND SIGN THE STATEMENTS BELOW
(Unsigned applications will be discarded and not be considered)

APPLICATION FOR EMPLOYMENT

The facts set forth in my application for employment are true and complete, to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize any of my previous employers, schools, or persons named as references to give any information regarding employment of educational record. I agree that the City of Cheney and my previous employers shall not be held liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statements, omissions or answers made by me on this application or for any information provided by them. I also acknowledge that this statement applies to any information I have provided on a resume or additional documents.

NOTE: I hereby understand and agree that if hired by the City of Cheney, I will be considered an "at will" employee and I may be removed at any time, with or without cause.

Applicant Signature:_____ Date:_____

DRUG SCREENING ACKNOWLEDGEMENT AND AGREEMENT

By my signature below, I understand and agree that if considered for employment with the City of Cheney, I may be required to submit to a drug screening test in the form of a urinalysis or blood test, as a condition of hire, or continued employment. This drug screening will be paid for by the City of Cheney.

Applicant Signature:_____ Date:_____

AUTHORIZATION FOR RELEASE OF CRIMINAL ARRESTS AND DRIVING RECORD

I hereby authorize all law enforcement agencies, courts of law, and motor vehicle departments of any state in which I reside, or have resided, to provide information requested by the City of Cheney. I release all of these agencies from any liability due to releasing this information. I further authorize the City of Cheney to conduct this background investigation.

Applicant Signature:_____ Date:_____

The City of Cheney is prepared to make reasonable accommodations for applicants with a disability. If called for an interview, please advice the person calling of any accommodations that you may need.

The *City of Cheney is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.*