

APPLICATION FOR EMPLOYMENT WITH THE CITY OF RUSSELL

133 W. 8th Street, P.O. Box 112, Russell, KS 67665
 Phone: 785.483.6311 Fax: 785.483.4397 Email: russelcity@russelcity.org

We consider applicants for all positions without regard to race, color, religion, gender, national origin, the presence of non-job-related medical condition or disability, or any other legally protected status. We will not refuse to hire a disabled applicant who is qualified to perform the essential functions of the job with reasonable accommodation. If you need assistance completing this form, help will be provided to you.

Position Applied for		Date	
Last Name	First Name	Initial	Social Security Number
Address	City	State	Zip Code
Telephone(Home)		Telephone(Work)	

Have you ever been employed with the City of Russell before? ___No ___Yes

Are you currently employed? ___No ___Yes

May we contact your present employer? ___No ___Yes

Are you prevented from lawfully becoming employed in this Country because of visa or immigration status? ___No ___Yes

On what date would you be available to work? _____

Education

	High School/GED	Technical	College
School Name			
Diploma/Degree			

List any special job related skills and qualifications acquired from employment, military, or other experience.

References: List three references that are not related to you.

Name	Address	Telephone Number

Prior three (3) years employment references: Start with your present or last job. Include any military service assignments and job-related volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, political affiliation, or other protected status.

Employer	Address	Telephone Number
Job Title	Dates Employed	Hourly Rate/Salary
Duties		Reason For Leaving

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I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application of employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. Selected applicants are subject to a pre-employment physical exam and drug testing. Also, in the event of employment, I agree to:

- A) Locate my residence in Russell County within six (6) months from the effective date of employment, and;
- B) Be subject to random drug and alcohol testing.

Signature of Applicant

Date