



**THE CITY OF RUSSELL, KANSAS**

133 W. 8<sup>TH</sup> STREET  
PO BOX 112  
RUSSELL, KS 67665  
785-483-6311  
Fax 785-483-4397  
[www.russellcity.org](http://www.russellcity.org)

**APPLICATION FOR EMPLOYMENT**

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Name

# THE CITY OF RUSSELL, KANSAS

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, or marital status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. A qualified individual with a disability may request a reasonable accommodation during the employment process.

(PLEASE PRINT CLEARLY)

Date _____	Position(s) Applied For: 1) _____	2) _____				
Referral Source:	<input type="checkbox"/> Print	<input type="checkbox"/> Internet	<input type="checkbox"/> Relative	<input type="checkbox"/> Walk In	<input type="checkbox"/> Job Agency	<input type="checkbox"/> Other
Name _____	LAST	FIRST	MIDDLE	(NICKNAME)		
Address _____	NUMBER	STREET	CITY	STATE	ZIP CODE	
Telephone _____	Social Security # _____/_____/_____	Driver's License _____	State _____			
Email Address _____						

If under 18 years old, can you provide proof of eligibility to work?  No  Yes

Have you filed an application with the City of Russell before?  No  Yes Give date \_\_\_\_\_

Have you ever been employed by the City of Russell before?  No  Yes Give date \_\_\_\_\_

Are you related to anyone currently employed by the City of Russell?  No  Yes Give name \_\_\_\_\_

Are you currently employed?  No  Yes

May we contact your present employer?  No  Yes

Are you prevented from lawfully being employed in this country due to Visa or Immigration Status?  
(Proof of citizenship or immigration status will be required of all new employees upon employment)  No  Yes

On what date would you be available for work? \_\_\_\_\_ Desired Salary Range: \_\_\_\_\_

Are you interested in working:  Full Time  Part Time  Shift Work  Temporary  Seasonal

Are you on a lay-off and subject to recall?  No  Yes

Are you willing to travel if a job requires it?  No  Yes

Have you been convicted of a felony within the last 7 years?  
(Conviction will not necessarily disqualify applicant from employment)  No  Yes

If Yes, please explain

### For positions that require a CDL (Commercial Drivers License) ONLY

During the past two (2) years, have you been employed in safety-sensitive transportation work covered by the Department of Transportation (DOT) drug and alcohol testing rules/regulations?  Yes  No

Name of Employer: \_\_\_\_\_

During the past two (2) years, have you refused to take a pre-employment drug or alcohol test administered by a potential employer for safety-sensitive transportation work covered by the Department of Transportation (DOT) drug and alcohol testing rules/regulations?  Yes  No

# Education & Training

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	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School	_____	_____	_____	_____
Comm. College	_____	_____	_____	_____
Undergraduate	_____	_____	_____	_____
Graduate	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____

Please list/describe any specialized training, apprenticeship, certifications, skills, special job-related skills and qualifications.

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List professional, trade, business or civic activities and offices held: (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

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Describe any job-related training received during military service:

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# Additional Training

## Specialized Skills [Check skills you possess and list equipment you can operate]

Computer / (Type)

[ ] Word Processing / \_\_\_\_\_

[ ] Spreadsheets / \_\_\_\_\_

[ ] Database / \_\_\_\_\_

Other

[ ] Typewriter

[ ] Calculator

[ ] Fax Machine

Machinery & Equipment / (Type)

[ ] Backhoe / \_\_\_\_\_

[ ] Road Grader / \_\_\_\_\_

[ ] Welder / \_\_\_\_\_

[ ] Other \_\_\_\_\_ / \_\_\_\_\_

[ ] Other \_\_\_\_\_ / \_\_\_\_\_

[ ] Other \_\_\_\_\_ / \_\_\_\_\_

[ ] Other \_\_\_\_\_ / \_\_\_\_\_

[ ] Other \_\_\_\_\_ / \_\_\_\_\_

Please state any additional information you feel may be helpful to us in considering your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note to Applicants:** DO NOT ANSWER THE FOLLOWING QUESTION UNTIL YOU HAVE READ A COPY OF THE JOB DESCRIPTION EXPLAINING THE ESSENTIAL DUTIES OF THE POSITION FOR WHICH YOU ARE APPLYING.

Do you have any physical or mental limitations that would prevent you from performing the essential functions of the position for which you have applied? [ ] Yes [ ] No

## References

1.

\_\_\_\_\_  
(Name) ( ) \_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Address) \_\_\_\_\_  
(Relationship)

2.

\_\_\_\_\_  
(Name) ( ) \_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Address) \_\_\_\_\_  
(Relationship)

3.

\_\_\_\_\_  
(Name) ( ) \_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Address) \_\_\_\_\_  
(Relationship)

# Employment History

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

<b>1</b> Employer		
Dates Employed	From	To
Phone Number		
Address		
Hourly Rate/Salary	Starting	Current
Job Title		
Reason for leaving		
Describe work performed		

<b>2</b> Employer		
Dates Employed	From	To
Phone Number		
Address		
Hourly Rate/Salary	Starting	Current
Job Title		
Reason for leaving		
Describe work performed		

<b>3</b> Employer		
Dates Employed	From	To
Phone Number		
Address		
Hourly Rate/Salary	Starting	Current
Job Title		
Reason for leaving		
Describe work performed		

<b>4</b> Employer		
Dates Employed	From	To
Phone Number		
Address		
Hourly Rate/Salary	Starting	Current
Job Title		
Reason for leaving		
Describe work performed		

**Applicant's Statement:** I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I understand and acknowledge, unless otherwise defined by applicable law, that all employment relationships with the City of Russell are "at will", which mean an Employee may resign at any time with or without notice and the Employer may discharge an Employee at any time with or without cause and with or without notice. It is further understood 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 executive of this organization. I also understand that if I am employed by the City of Russell, false or misleading information provided on my application or discovered during the course of an interview, may result in discharge. I further understand that if employed, I am required to abide by all rules and regulations of the City and recognize the residency requirement of living in Russell County within 6 months of hire date.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



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PHONE 785-483-6311 FAX 7854834397

**RELEASE AND WAIVER FOR PRE-EMPLOYMENT BACK GROUND CHECK**

**NOTICE: THIS DOCUMENT MUST BE ATTACHED TO ALL APPLICATIONS FOR EMPLOYMENT WITH THE CITY OF RUSSELL.**

In connection with your application for employment, we may procure a Background Investigative Report and/or Background Report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the federal Fair Credit Reporting Act.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below you hereby authorize any present or previous employer to provide an authorized representative of the City of Russell bearing this release, within one year of its date, any and all personal recollections and/or information in your files concerning you, your character, general reputation, personal characteristics and personal history, including but not limited to documents concerning your military service, employment credit history (including consumer records and/or credit ratings), financial status, education and academic achievement, attendance, work performance, complaints or grievances filed by or against you, background investigations, disciplinary actions, polygraph examinations, and any and all internal affairs investigations and discipline, to include any files that are deemed to be of a private or confidential nature.

The information requested below is being used strictly for pre-employment background screening purposes in order to obtain accurate results. The consumer report may include, but not be limited to, criminal history, verifications of employment and education, and driving records. A credit report detailing personal financial history will only be obtained for permissible purposes in consideration of jobs meeting specific criteria.

Applicant's Name: \_\_\_\_\_

(PLEASE PRINT)

Applicant's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

The EEOC states for the purpose of pre-employment inquiries, under the Age Discrimination in Employment Act of 1967, Section 1625.5, "A request on the part of an employer for information such as "Date of Birth" or "State Age" on an employment application form is not, in itself, a violation of the Act."

Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_

**To All Applicants:**

The information requested above is used to assist in the completion of a background investigation. The information will be maintained in a limited access file, detached from your application. The information will be used for the sole purpose of identification when conducting a background investigation.

[ ] I have received a copy of my Summary of Rights under the Fair Credit Reporting Act.