

WOODSON COUNTY ROAD & BRIDGE DEPARTMENT

105 West Rutledge, Courthouse Room 106, Yates Center, Kansas 66783
Office 620 625 8625 ~ Shop 620 625 8627

EMPLOYMENT APPLICATION

Valid For Six Months

Date _____

PERSONAL INFORMATION:

Name _____ Address _____ City / State / Zip _____

Phone # _____ SSN# _____

Do you have a current CDL license? _____ License # _____ Endorsements _____

If you do not have a CDL, please give the earliest possible date you could obtain one _____

Have you ever worked for Woodson County? _____ If so, which department? _____

Names of relatives or friends employed by this county. _____

Are you physically capable of performing manual labor? _____ Comments. _____

Have you ever been convicted of a felony or misdemeanor? _____ If so, please explain. _____

EMPLOYMENT DESIRED:

Position applying for _____ Date you can start. _____

Please check the equipment you can operate & give a brief summary of the type of work and years of experience with each.

Dump Truck _____

Wheel Loader _____

Tractor Trailer _____

Motor Grader _____

Backhoe _____

Track Loader _____

Excavator _____

Welder _____

Tractor Bushhog _____

Chain Saw _____

Mechanical Ability _____

Computers/Calculators _____

Personal Comments: _____

Continued on reverse side.

EDUCATION:

Name & location of schools attended	# of years attended	Did you graduate	Major
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PREVIOUS EMPLOYMENT:

Start with your present or most recent employment. Include any job-related military service assignment.

➤ _____
Employer _____ Address _____ Phone # _____
Job Title _____ Type of Work _____ Yr. Started _____ Yr. Quit _____
Period of Employment _____
Reason for leaving _____

➤ _____
Employer _____ Address _____ Phone # _____
Job Title _____ Type of Work _____ Yr. Started _____ Yr. Quit _____
Period of Employment _____
Reason for leaving _____

➤ _____
Employer _____ Address _____ Phone # _____
Job Title _____ Type of Work _____ Yr. Started _____ Yr. Quit _____
Period of Employment _____
Reason for leaving _____

REFERENCE: (other than relatives)

Name	Address	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby agree to let Woodson County contact my previous employers for references.

Signature

Date

DISCLOSURE AND AUTHORIZATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Woodson County ("the County") may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security number validation, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been requested and compiled about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Woodson County, 105 West Rutledge Street, Yates Center, Kansas 66783 or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the County to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the County at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or County (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Woodson County Clerk, 105 West Rutledge, Yates Center, Kansas 66783. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Signature of Applicant: _____

Date: _____

