



# CENTER FOR INDEPENDENT LIVING SOUTHWEST KANSAS

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P.O. Box 2090  
Garden City, KS 67846

Toll Free: (800) 736-9443  
Local: (620) 276-1900  
Fax: (620) 271-0200  
Payroll Dept. Fax: (620) 276-3537

**DODGE CITY OFFICE**  
2601 Central Ave.  
Dodge City, KS 67801

**(800) 326-1366**  
p: (620) 227-6660  
f: (620) 227-8185

**LIBERAL OFFICE**  
1023 N. Kansas Ave. Suite 2  
Liberal, KS 67901

**(800) 327-4048**  
p: (620) 624-5500  
f: (620) 624-6576

## APPLICATION FOR EMPLOYMENT

Please Print

\_\_\_\_\_ Date of Application

Name: \_\_\_\_\_  
Last
First
Middle

Address: \_\_\_\_\_  
Number Street
City
State
Zip

Phone Number: \_\_\_\_\_  
Home
Work

Position Applying For: \_\_\_\_\_

Have you read the description of this position?  Yes  No

Have you met the minimum qualifications outlined on the job description?  Yes  No

Have you filed an application with the agency before?  Yes  No  
 When / Where? \_\_\_\_\_

Have you been employed in any branch of the agency before?  Yes  No  
 When / Where? \_\_\_\_\_

Are you related to or have you ever been related to a former or current employee?  
 Yes  No  Unknown - Who \_\_\_\_\_

Are you related to a County Commissioner, Board Member, or Consumer or Parent of a Consumer?  
 Yes  No  Unknown - Who \_\_\_\_\_

### Education Background

School	Name and Location of School	Course of Study	No. of Years	Diploma / Degree / Certification?
High School				
Undergraduate College / VoTech				
Graduate / Professional				
Other				

### Employment History

(Please complete by listing most recent / current employers first)

Employer	May we contact this employer?		Work Performed - Be specific
	Yes	No	
Address	Dates Employed		
	From	To	
Telephone Number			
Job Title	Hourly Rate / Salary		
	Starting	Final	
Supervisor			
Reason For Leaving			

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	From	To	
Telephone Number			
Job Title	Hourly Rate / Salary		
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Supervisor			
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Telephone Number			
Job Title	Hourly Rate / Salary		
	Starting	Final	
Supervisor			
Reason For Leaving			

Summarize special skills and qualifications acquired from employment or other experience that would be of value to you in the job for which you have applied.

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### Availability

Are you available to work? \_\_\_\_\_ full time \_\_\_\_\_ a.m.  
\_\_\_\_\_ part time \_\_\_\_\_ p.m.

Is adequate transportation available to you so that you can get to work on time every day? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you travel if the job requires it? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a felony, or released from prison in the past 10 years? (**Note:** Answering yes does not automatically disqualify you from employment since the nature of the offense, date, and type of job you are applying for will be considered.) And if so, please explain: \_\_\_\_\_ Yes \_\_\_\_\_ No

### References

Name and Address	Title	Home Phone	Work Phone

### Disclosure

Qualified applicants are considered for all positions without regards to race, color, religion, sex, national origin, age, marital, or veteran status, or the presence of a non job related medical condition or handicap.

In the event of my employment by the company, I agree to abide by all present and subsequently issued rules of the company. \_\_\_\_\_ Yes \_\_\_\_\_ No

I certify that the answers given by me to the foregoing questions and statements are true and correct, and I authorize investigation of all statements contained herein. I understand that any misleading or incorrect statements may be the cause for denial or termination of my employment and that the company shall not be liable in any respect if my employment is denied or terminated because of false, misleading, or incorrect statements, answers, or omission made by me in this application. Further, I understand and agree that my employment is for no definite period and may be terminated at any time by either me or the company. I agree to submit to a Kansas Bureau of Investigation background check if hired.

\_\_\_\_\_ Yes \_\_\_\_\_ No

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