

BARTON COUNTY

Employment Application

1400 Main – Room 107, Great Bend, KS 67530
 (620) 793-1800 • www.bartoncounty.org



APPLICANT INFORMATION

Last Name				First			M.I.	Date		
Street Address							Apartment/Unit #			
City				State			ZIP			
Phone				E-mail Address						
Date Available				Driver's License #				Desired Salary		
Position Applied for										
Are you available to work:				<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Shift Work	<input type="checkbox"/> On call as needed	<input type="checkbox"/> Temporary		
Are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>								
Have you ever worked for the County?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							
How did you hear about the open position?	Newspaper <input type="checkbox"/>	Internet / Web Posting <input type="checkbox"/>	Word of Mouth <input type="checkbox"/>	Other <input type="checkbox"/>	_____					

EDUCATION

High School				Address						
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree							
College				Address						
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree							
Other				Address						
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree							

REFERENCES

Please list three professional references. Do include one employer. Do not include relatives.

Full Name				Relationship						
Company				Phone						
Address										
Full Name				Relationship						
Company				Phone						
Address										
Full Name				Relationship						
Company				Phone						
Address										

PREVIOUS EMPLOYMENT

Company	Phone
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

Company	Phone
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

Company	Phone
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

MILITARY SERVICE

Honorable discharge from military service, when

SPECIALIZED SKILLS

Microsoft Word Microsoft Excel Microsoft Outlook Microsoft Access Microsoft PowerPoint

Microsoft Publisher QuickBooks Driver's License Type "A" "B" "C"

Equipment / Machinery Operated (list) _____

Other (list) _____
