



## Rock Springs 4-H Center-Application for Employment

1168 K-157, Junction City, KS 66441-7455

Phone 785-257-3221 Fax 785-257-3304

www.rocksprings.net

---

*Please complete the following information in full using black or blue ink*

### General Information

Date \_\_\_\_\_

First and Last Name \_\_\_\_\_ Maiden \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Main Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

May we contact you at work? Yes \_\_\_ No \_\_\_ Work Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

If under 18 years of age, please fill out the following information:

Guardian's Name \_\_\_\_\_

Guardian's Address \_\_\_\_\_

Guardian's Main Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

### Employment Questions

Position applied for \_\_\_\_\_

Type of employment desired (check all that apply)

Full Time \_\_\_ Part Time \_\_\_ Summer \_\_\_ Seasonal \_\_\_

Date Available for Work \_\_\_\_\_ Previous Application Date \_\_\_\_\_

Former Employee: Yes \_\_\_ No \_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Are you legally eligible for employment in this country? Yes \_\_\_ No \_\_\_

Proof of U.S. Citizenship or immigration will be required upon employment.

Have you been convicted of a felony in the last seven years? Yes \_\_\_ No \_\_\_

If yes please explain \_\_\_\_\_

Have you ever been convicted of sexual abuse or child abuse? Yes \_\_\_ No \_\_\_

If yes please explain \_\_\_\_\_

Such convictions may be relevant if job-related, but does not bar you from employment.

Are you related to anyone currently employed by Rock Springs 4-H Center or the Kansas 4-H Foundation? Yes \_\_\_ No \_\_\_ Relationship \_\_\_\_\_

Educational Background

**Formal Education:**

Number of years \_\_\_\_\_ High School Name, City, State \_\_\_\_\_

**College/University/Trade School**

School Name and Location    Years Completed    Degree    Major/Minor    GPA/(opt)

---

---

---

**Other Education & Training:**

Name of Program                      School/Institution                      Comments

---

---

---

**Skills and Qualifications:**

Skills (Typing, CPR, Lifeguard)                      Level                      Last Used

---

---

---

Employment History

List your last four employers (if applicable), starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.

Prior employer \_\_\_\_\_ Years \_\_\_\_ From \_\_\_\_ To \_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Position (Job Title) \_\_\_\_\_

Immediate Supervisor & Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Beginning wage/salary \_\_\_\_\_ per \_\_\_\_\_      Ending wage/salary \_\_\_\_\_ per \_\_\_\_\_

May we contact for reference    Yes \_\_\_\_\_ No \_\_\_\_\_

Summarize the nature of the work performed and job responsibilities \_\_\_\_\_

---

---

Prior employer \_\_\_\_\_ Years \_\_\_\_ From \_\_\_\_ To \_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Position (Job Title) \_\_\_\_\_  
Immediate Supervisor & Title \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Beginning wage/salary \_\_\_\_\_ per \_\_\_\_\_ Ending wage/salary \_\_\_\_\_ per \_\_\_\_\_  
May we contact for reference Yes \_\_\_\_\_ No \_\_\_\_\_  
Summarize the nature of the work performed and job responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prior employer \_\_\_\_\_ Years \_\_\_\_ From \_\_\_\_ To \_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Position (Job Title) \_\_\_\_\_  
Immediate Supervisor & Title \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Beginning wage/salary \_\_\_\_\_ per \_\_\_\_\_ Ending wage/salary \_\_\_\_\_ per \_\_\_\_\_  
May we contact for reference Yes \_\_\_\_\_ No \_\_\_\_\_  
Summarize the nature of the work performed and job responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prior employer \_\_\_\_\_ Years \_\_\_\_ From \_\_\_\_ To \_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Position (Job Title) \_\_\_\_\_  
Immediate Supervisor & Title \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Beginning wage/salary \_\_\_\_\_ per \_\_\_\_\_ Ending wage/salary \_\_\_\_\_ per \_\_\_\_\_  
May we contact for reference Yes \_\_\_\_\_ No \_\_\_\_\_  
Summarize the nature of the work performed and job responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References

List name and telephone numbers of three business/work references who are not related to you and not shown as immediate supervisor under the Employment History section on the preceding page. If not applicable, list three school or personal references that are not related to you.

Name	Telephone	Years Known
<hr/>		
<hr/>		
<hr/>		

It is understood and agreed upon that any misrepresentation by me in this application is sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at anytime, with or without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary. I affirm that I have a genuine intent and no other purposes in applying for a job with this company.

I give the Employer the right to investigate all references and to secure additional information about me, including a criminal background check, driving record check and a drug screen. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporation or organizations for furnishing such information.

The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 90 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to complete a new application.

Signature of applicant \_\_\_\_\_ Date signed \_\_\_\_\_

**Unsigned applications are not considered.**