



# APPLICATION FOR EMPLOYMENT

## WE ARE AN EQUAL OPPORTUNITY EMPLOYER

FORM #780  
REV 12/05

For internal use only:  
 Abra in Int. time: \_\_\_\_\_  
 Abra close Int. date: \_\_\_\_\_

1006 E. WATERMAN, WICHITA, KS 67211 (316) 383-8700 (316) 383-8715 FAX

Name: \_\_\_\_\_ Application Date: \_\_\_\_\_  
 Other name(s) under which you have worked or attended school: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone:(\_\_\_\_) \_\_\_\_\_ Cell phone:(\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_  
 How did you hear about KETCH?  Newspaper  College newspaper  Career Fair  Walk-in  
 KETCH employee:(name) \_\_\_\_\_  Internet: (site) \_\_\_\_\_  Other

### JOB QUESTIONNAIRE:

Position(s) applying for: \_\_\_\_\_  
 Date you could start: \_\_\_\_\_ Prefer:  part-time  full-time  temporary  
 Days and time you are available to work:  
 Days available:  Monday  Tuesday  Wednesday  Thursday  Friday  
 Time available: \_\_\_\_\_ am - \_\_\_\_\_ pm \_\_\_\_\_ am - \_\_\_\_\_ pm \_\_\_\_\_ am - \_\_\_\_\_ pm \_\_\_\_\_ am - \_\_\_\_\_ pm  
 Days available:  Saturday  Sunday  
 Time available: \_\_\_\_\_ am - \_\_\_\_\_ pm \_\_\_\_\_ am - \_\_\_\_\_ pm  
 Are you 18 years of age or older?  yes  no  
 Are you either a U.S. citizen or an alien authorized to work in the United States?  yes  no  
 Have you been convicted of a felony or released from prison in the past 10 years?  yes  no  
 If yes, please explain: \_\_\_\_\_  
(A yes answer will not automatically disqualify you from employment since the nature of the offense and type of job for which you are applying will be considered.)  
 Are you involved with an unresolved criminal charge?  yes  no  
 If yes, please explain: \_\_\_\_\_  
(A yes answer will not automatically disqualify you from employment.)

### EDUCATION / QUALIFICATIONS:

EDUCATION	HIGH SCHOOL / GED				TECHNICAL SCHOOL				COLLEGE				
	9	10	11	12	1	2	3	4	1	2	3	4	_____
Years Completed													
School Name	_____				_____				_____				
School Location	_____				_____				_____				
Diploma/Degree?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> GED				<input type="checkbox"/> yes <input type="checkbox"/> no				<input type="checkbox"/> yes <input type="checkbox"/> no				
Major (if applicable)	_____				_____				_____				

Do you have all licenses and certifications required to perform the job(s) for which you have applied?  yes  no If no, please explain: \_\_\_\_\_  
 If you are applying for a position that involves driving on the job, do you have a valid drivers license?  yes  no NOTE: Satisfactory driving record may also be required for the position.  
 Describe any specialized training, knowledge, or other skills (such as CPR, First Aid, Mandt, sign language, etc.): \_\_\_\_\_  
 \_\_\_\_\_

**EXPERIENCE:**

Have you ever worked for this company?  yes  no If yes, list date(s): \_\_\_\_\_

**Please list all previous employment for the past 10 years. Begin with your last or present employment.**

EMPLOYER: _____	DATES EMPLOYED: FROM _____ TO _____
ADDRESS: _____	PHONE NUMBER: _____
JOB TITLE: _____	SUPERVISOR: _____
JOB DUTIES: _____	REASON FOR LEAVING: _____

EMPLOYER: _____	DATES EMPLOYED: FROM _____ TO _____
ADDRESS: _____	PHONE NUMBER: _____
JOB TITLE: _____	SUPERVISOR: _____
JOB DUTIES: _____	REASON FOR LEAVING: _____

EMPLOYER: _____	DATES EMPLOYED: FROM _____ TO _____
ADDRESS: _____	PHONE NUMBER: _____
JOB TITLE: _____	SUPERVISOR: _____
JOB DUTIES: _____	REASON FOR LEAVING: _____

EMPLOYER: _____	DATES EMPLOYED: FROM _____ TO _____
ADDRESS: _____	PHONE NUMBER: _____
JOB TITLE: _____	SUPERVISOR: _____
JOB DUTIES: _____	REASON FOR LEAVING: _____

IF MORE ROOM IS NEEDED, PLEASE ATTACH A SEPARATE SHEET OR RESUME.

Do you have any experience from your military service that would be relevant to the job for which you are applying?

yes  no If yes, please explain: \_\_\_\_\_

**REFERENCES:**

Give three work/professional references who are not related to you.		
<u>Name</u>	<u>Address</u>	<u>Daytime Phone #</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I certify that answers given herein are true and complete to the best of my knowledge.

Any job offer may be conditioned upon the applicant passing a drug screen. KETCH also has a policy of testing existing employees under various circumstances. Job offer may also be contingent upon satisfactory record checks including but not limited to criminal background, SRS Abuse and Neglect Registry, and motor vehicle records (for positions requiring a drivers license).

I hereby authorize my present and previous employers and listed references to release to KETCH any and all records of my service and other information concerning me; except that which would indicate age, race, creed, color, sex, ancestry, or national origin. Further, I hereby release these parties from all liability for damage, except that resulting from misrepresentation which might result from furnishing the information.

I hereby acknowledge that any employment relationship with this company is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood 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 the company.

In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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