

EMPLOYMENT APPLICATION:
Achievement Services for Northeast Kansas, Inc.
 215 No. 5th St.
 Atchison, KS 66002
 (913) 367-2432 Fax (913) 367-0370

Achievement Services for Northeast Kansas, Inc. is an Equal Employment Opportunity employer. As a responsible business organization, Achievement Services for Northeast Kansas, Inc. is committed to the practice of equal employment opportunity in all our business activities without regard to age, race, color, national origin, sex, religion, disability, veteran status, or other protected status in every phase of our employment program.

INSTRUCTIONS TO THE APPLICANT: The information requested on this form is sought in good faith. Complete **all** sections of this application form (if any section or question is not applicable to you, indicate this by writing in "Not Applicable" or "N/A"). You must sign and date this application form in the spaces provided. Achievement Services for Northeast Kansas, Inc. reserves the right to reject incomplete or unsigned applications. If you need more space to answer any question, indicate this, and use the blank area on the back of this application form.

I N T R O D U C T O R Y I N F O R M A T I O N	Last Name		First		Middle		
	Street Address			Apt. Number		Daytime Telephone Number ()	
	City		State		Zip Code		Evening Telephone Number ()
	Have you ever applied for employment with Achievement Services for Northeast Kansas, Inc. before? <input type="radio"/> Yes <input type="radio"/> No (If yes – Month and Year you Applied)					What is the best way/time to contact you?	
	Driving is an essential function for the position for which you are applying. Are you legally able to operate an automobile or van? <input type="radio"/> Yes <input type="radio"/> No *If hired, you will be required to provide your current driver's license for photocopying and you will be required to provide an MVR report at Achievement services expense.					Are you legally eligible for employment in the U.S.A. <input type="radio"/> Yes <input type="radio"/> No Proof of employment eligibility is required upon hire.	
	Do you have transportation to and from work? <input type="radio"/> Yes <input type="radio"/> No					Will you work overtime if asked? <input type="radio"/> Yes <input type="radio"/> No General days/times you're unavailable for overtime:	
	Type of Position Desired: <input type="radio"/> Clerical/Office <input type="radio"/> Day Services (Daytime Hours) <input type="radio"/> Service Coordination <input type="radio"/> Residential (Evenings and Weekends) <input type="radio"/> Management						
	Employment Status Desired: <input type="radio"/> Full Time <input type="radio"/> Part Time					When are you available to begin work?	
	Have you ever been arrested for ANY crime? <input type="radio"/> Yes <input type="radio"/> No Have you ever been convicted of ANY crime? <input type="radio"/> Yes <input type="radio"/> No If yes, describe briefly here, then provide a full explanation on the back of this application form.						
	Have you ever been adjudicated as a result of charges of abuse, neglect or exploitation of a child or any other person? <input type="radio"/> Yes <input type="radio"/> No If yes, describe briefly here, then provide a full explanation on the back of this application form.						

FOR OFFICE USE ONLY

Interview Date _____ Show No Show

Hire Decision Date _____ Offer Regret Hired Yes No

Reference/Completion Date _____ Acceptable No Acceptable Not Applicable

Employment Authorization (Signature) _____ Title _____ Date _____

F O R M A L E D U C A T I O N	School	Name and Location of School	Course of Study or Major	# Years Attended	Did you Graduate	Degree/Diploma Credits/Credentials earned
	High School				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Attending	
	Technical/Trade Vocational				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Attending	
	Community/ Junior College				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Attending	
	College/ University				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Attending	
	College/ University				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Attending	
	Graduate School				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Attending	

O T H E R T R A I N I N G	Certification Type/Description (Do not list credentials that are not recognized in the State of Kansas)	Granting Authority/Where Earned	Certificate Number (if any)	Expiration Date (if any)
	Cardio-Pulmonary Resuscitation (CPR)			
	Standard First Aid			
	Certified Nurse Aide			
	Certified Medication Aide			
	Kansas University Affiliated Programs, An Introduction to Developmental Disabilities			
	Commercial Drivers License (CDL)			
	MANDT Training			
	Other			
	Other			
Summarize any other special job-related skills and qualifications you've acquired from employment or other experience:				

EMPLOYMENT HISTORY		Give an accurate, complete full-time and part-time employment record (include every job you've held in at least the last five years). Start with your present or most recent job.		
Employer		Dates Employed		WORK PERFORMED
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		WORK PERFORMED
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		WORK PERFORMED
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		WORK PERFORMED
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.
 You may exclude membership which would reveal age, race, color, national origin, sex, religion, disability, veteran status, or other protected status: _____

I authorize and request my former employer(s), school(s) and/or other individuals named on this application form to answer any and all questions that may be asked and herewith release such persons and the organizations they represent from all liability for giving any information within their knowledge or record.

Applicant's Name (Please Print) Applicant's Signature Date

How did you learn about employment opportunities at Achievement Services for Northeast Kansas, Inc.?

- Atchison Daily Globe
 Personal Referral (Name of person who referred you _____)
 Other (Please describe) _____

Do you know or have you known anyone employed by Achievement Services for Northeast Kansas, Inc.? Yes No
 If yes, please list all persons known to you who are now or have been in the past employed by Achievement Services for Northeast Kansas, Inc. (For additional lines please use an additional sheet of paper.)

Name	Relationship	Dates Employed	Phone Number

Additional Information: _____

Achievement Services for Northeast Kansas, Inc. may contact the employers/references listed unless you indicate those you do not want us to contact

PLEASE DO NOT CONTACT

Employer/Reference Name: _____
 Reason: _____

**S
I
G
N
A
T
U
R
E**

I certify that the information I have provided on this Employment Application is true, correct and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that various state and federal regulations require Achievement Services for Northeast Kansas, Inc. to conduct background investigations (especially regarding criminal history) on all employees upon employment. Additionally, many positions at Achievement Services for Northeast Kansas, Inc. require a satisfactory driving record, so employee's driving records are also routinely checked. I authorize Achievement Services for Northeast Kansas, Inc. to conduct necessary investigations into my background utilizing the Kansas Bureau of Investigation, a Motor Vehicle Report System, and/or other reasonable means. If a report is obtained, Achievement Services for Northeast Kansas, Inc. will provide, at my request the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

In the event of employment, I understand that false or misleading information or any omission of fact on this application or during any interview(s) may result in termination of employment.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I understand that an offer of employment is contingent on the successful completion of a health exam, physical capacity test and drug testing. I acknowledge that any employment relationship with Achievement Services for Northeast Kansas, Inc. is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge an employee at any time with or without cause. I further understand that this "at will" employment relationship may not be changed by a written document or by any conduct express or implied.

_____ Applicant's Signature

_____ Date