

# EMPLOYMENT APPLICATION

## Achievement Services for Northeast Kansas, Inc.

215 N. 5<sup>th</sup> St.; Atchison KS 66002  
 (913) 367-2432 Fax (913) 367-0370



**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, add a blank page.

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.

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 been employed by Achievement Services? _____ Yes _____ No (If yes- Month and Year you applied)			What is the best way/time to contact you?
	Do you have a valid Driver's License with no restrictions? _____ Yes _____ No			Are you legally eligible for employment in the U.S.A.  _____ Yes _____ No
	*if hired, you will be required to provide your current driver's license for photocopying and a MVR report will be run at Achievement Services expense.			
	*Proof of employment eligibility is required upon hire.			
	Type of Position Desired: _____ Day Services (Daytime Hours) _____ Residential (Evenings & Weekends) _____ Clerical/Office			
	Employment Status Desired: _____ Full Time _____ Part Time			When are you available to begin work?
	Have you ever been arrested for and/or convicted of <b>ANY</b> crime? _____ Yes _____ No If yes, then provide a full explanation.			
Have you ever been adjudicated because of charges of abuse, neglect or exploitation of a child or any other person? _____ Yes _____ No If yes, then provide a full explanation on a separate sheet.				

### REQUIREMENTS

Do you have a high school diploma or GED?	_____ Yes _____ No
Can you pass drug and background test.?	_____ Yes _____ No
Are you able to lift 30 lbs. and pass a physical?	_____ Yes _____ No

<b>EMPLOYMENT HISTORY</b>		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				

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

<b>S I G N A T U R E</b>	<p>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.</p>	
	<p>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.</p>	
	<p>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.</p>	
	<p>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, 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.</p>	
	<p>_____</p> <p>Applicant's Signature</p>	<p>_____</p> <p>Date</p>

<b>FOR OFFICE USE ONLY</b>		
Interview Date _____	Show _____	No Show _____
Hire Decision Date _____	Offer _____	Regret _____
	Hired Yes _____	No _____
Employment Authorization (Signature) _____	Title _____	Date _____