

KANZA MENTAL HEALTH AND GUIDANCE CENTER, INC.

EMPLOYMENT APPLICATION

Applicants are considered for all positions without regard to race, color, religion, sex, creed, national origin, political preference, covered veteran status, marital status, ancestry, age (as required by law), or disability and any other protected classes under relevant federal, state, and local laws, provided the applicant is qualified and with reasonable accommodations can perform the essential functions of the job in question, pursuant to section 504 of the rehabilitation act of 1973. Kanza Mental Health is an equal opportunity employer and does not discriminate in hiring or employment practice.

Please answer all questions on the entire application.

PERSONAL:

Date of Application: _____

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

City: _____ State: _____ Zip _____

.....
Availability: Full-time Part-time on Call Weekends Temporary

Position applying for: _____

Date you can begin work _____

What is your desired salary \$ _____ per _____

How did you hear about this position? _____

Are you legally entitled to work in the U.S.? _____

Are you under 18? _____

If you are employed, why do you want to make a change?

Were you ever discharged from a job? _____

If so, by what company, when, and what for? _____

EMPLOYMENT HISTORY

List all employment for the past 4 years or the last 3 employments, whichever is greater. Begin with your present or most recent employer.

Employer: _____ Dates Employed: _____ to _____

Address: _____ Telephone Number: _____

Job Title: _____ Supervisor: _____

Hourly Rate/Salary: Starting: _____ Final _____

Reason for Leaving: _____



Employer: _____ Dates Employed: _____ to _____

Address: _____ Telephone Number: _____

Job Title: _____ Supervisor: _____

Hourly Rate/Salary: Starting: _____ Final _____

Reason for Leaving: _____

Employer: _____ Dates Employed: _____ to _____

Address: _____ Telephone Number: _____

Job Title: _____ Supervisor: _____

Hourly Rate/Salary: Starting: _____ Final _____

Reason for Leaving: _____
May we contact the employers listed? _____
If not, indicated below which one(s) you do not wish us to contact and why.

**If additional space is needed, please attach a separate sheet of paper.

EDUCATION

(If additional space is needed, please feel free to attach a separate sheet for additional employment history.)

<u>School Name and Address</u>	<u># Years Attended</u>	<u>Graduated</u>	<u>Major</u>
High School _____	_____	Yes__No__	_____
Vo/Tech _____	_____	Yes__No__	_____
College _____	_____	Yes__No__	_____
Post Graduate _____	_____	Yes__No__	_____

PROFESSIONAL LICENSES/CERTIFICATES, SPECIALIZED TRAINING, OTHER SKILLS

REFERENCES

Please list three people (other than relatives or close friends) whom we may contact to verify your qualifications. Also list one family member for a reference.

Name/Relationship: _____ Phone _____

Address: _____

Name/Relationship: _____ Phone _____

Address: _____

Name/Relationship: _____ Phone _____

Address: _____

Name/Relationship: _____ Phone _____

Address: _____

Agreement, Release and Consent by Applicant

The undersigned applicant for employment, in return for Kanza's consideration of me as a possible employee, agrees and consents that Kanza and its agents have permission any time before or after employment to:

1. Obtain receipt of satisfactory references and investigations which may include, but are not limited to, contact prior employers, schools, personal references and obtaining information from law enforcement officials concerning any past or present criminal activity.
2. I understand that this application for employment shall be considered only for the specific position which I am applying. I also understand that unsolicited applications and resumes will be returned with instructions regarding Kanza's recruitment process.
3. I authorize all persons who have information relevant to the above to disclose it to Kanza or its agents and I release all persons from liability on account of such disclosure.
4. I understand and agree that this employment application and any other Kanza documents are not contracts of employment and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated the Kanza at any time, for any reason, with or without cause. I further understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective employee. I also acknowledge that any false statements in this application or other documents signed by myself will be sufficient cause for dismissal.
5. I affirm that the information given on this application is true and complete to the best of my knowledge. I understand that deliberate false statements or misrepresentations could be considered grounds for rejection of my application and could be considered cause for immediate dismissal if employed.

Signature of Applicant: _____ Date: _____