



# The Guidance Center

## Employment Application

500 Limit Street · Leavenworth, Kansas 66048  
Voice: 913 682-5118 · Fax: 913 682-4664 · Web: www.theguidance-ctr.org

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), sexual orientation, 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. The Guidance Center (TGC) 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 \_\_\_\_\_

Position(s) Applying For \_\_\_\_\_

Availability:

Full-time \_\_\_\_ Part-time \_\_\_\_ On Call \_\_\_\_ Weekends \_\_\_\_ Temporary \_\_\_\_

Date you can begin work \_\_\_\_\_

What is your desired salary \$ \_\_\_\_\_ per \_\_\_\_\_

How did you hear about this position?

Newspaper \_\_\_\_\_

Please identify Name of Newspaper

Career Builders

Kansas Job Link

Employee of The Guidance Center \_\_\_\_\_

Name of Employee

Other (please specify) \_\_\_\_\_

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

State your age if you are 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. 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 above? \_\_\_\_\_

If not, indicate below which one(s) you do not wish us to contact and why.

\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION

<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 four people who currently or have in the past supervised your work whom we may contact to verify your qualifications. If you have not worked under four different supervisors, please provide professional references only.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Have you ever been convicted of any felony or misdemeanor other than routine traffic violations? \_\_\_\_\_

PLEASE NOTE: A "yes" answer to this question will not necessarily bar you from employment. The nature, severity and date of the offense in relation to the position for which you are applying will be considered.

Do you currently use drugs illegally? \_\_\_\_\_

Do you currently use controlled substances illegally? \_\_\_\_\_

If you have answered "yes" to either of the above questions, please explain:

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### **AGREEMENT, RELEASE AND CONSENT BY APPLICANT**

The undersigned applicant for employment, in return for The Guidance Center's consideration of me as a possible employee, agrees and consents that TGC 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, contacting 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 for which I am applying. I also understand that unsolicited applications and resumes will be returned with instructions regarding TGC's recruitment process.
3. I authorize all persons who have information relevant to the above to disclose it to TGC 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 TGC documents are not contracts of employment and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by TGC 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 \_\_\_\_\_