



INSTRUCTIONS FOR APPLICANTS

Please read carefully

Applications for employment are taken **only** for those positions that are posted. Please follow the instructions below to submit an application.

TO APPLY FOR A POSTED POSITION:

- Make an application for the desired position **during the time the position is posted, one application per position.** Applications **will not** be accepted after 5:00 pm on the closing date. Some Unified Government openings require that skills tests be completed as part of the application. Applicants who will be called for an interview will complete the skills testing required for the position in Human Resources prior to the interview.
- Applications requiring birth certificate, high school diploma/GED, etc. will only be accepted if all documents are present at the time of the submission. We will make copies of documentation that are required only. **All other copies of documents or extra resumes are the responsibility of the applicant.**
- Skills test are valid for six months from the date of the test. It is the responsibility of the applicant to inform Human Resources of any prior tests taken. It is also the responsibility of the applicant to inform Human Resources of any change of address or phone numbers made to their application. You may contact Human Resources at 913.573.5660 or at jobs@wycokck.org.
- For an updated listing of employment opportunities, contact the Job Information Line at 913.573.5688 or visit our website at www.wycokck.org. Resumes may be sent to jobs@wycokck.org. Positions are updated every Thursday. For your convenience, an on-line application is also available on our website.
- The Unified Government is an Equal Opportunity Employer. Should you have concerns regarding the hiring process, please contact the Human Resources Director or designee at 913.573-5660. Applicants can report concerns about discrimination in the hiring process to J. Renee Ramirez, Director of Human Resources, at (913) 573-5660.

**APPLICATION FOR EMPLOYMENT
UNIFIED GOVERNMENT OF
WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

Human Resources

701 North Seventh Street, Suite 646

Kansas City, Kansas 66101-3064

(913) 573-5660 • www.wycokck.org • (913) 573-5688 (Job Line)

PLEASE PRINT

Name: _____
(Last) (First) (M.I.)

Other name under which you have worked: _____

Current Address: _____
(Number and Street)

_____ (City) _____ (State) _____ (Zip Code)

PM Phone: (____) _____ - _____ AM Phone: (____) _____ - _____

Date: _____ E-Mail Address: _____

Position Desired: _____ Department: _____

Driver's License No.: _____ State: _____ Expiration Date: _____
(If required by position)

Social Security No.: _____ - _____ - _____

APPLICANT'S CERTIFICATION AND AGREEMENT – PLEASE READ CAREFULLY

The information I have supplied is true and correct to the best of my knowledge. I agree that all statements I have made herein are subject to investigation and confirmation by the Unified Government. I understand that any falsifications, misrepresentations, or omissions of fact may preclude or result in withdrawal of an offer of employment or may result in discharge from employment if I am already employed.

I agree that the Unified Government may verify the information I have given relating to my background. I authorize any current or former employer, educational institution, or other person or entity to disclose any information relating to my background, other than information whose disclosure would be expressly prohibited by statute, and release any current or former employer, educational institution, or other person or entity who discloses such information from any and all liability for making such disclosure.

I understand that any offer of employment made to me will be subject to my passing a physical examination and drug screen prior to beginning employment.

I further understand that, if employed by the Unified Government, I must be a resident of Wyandotte County, Kansas or be willing to relocate within twelve months of the date of hire.

Applicant Signature

Date

FOR OFFICE USE ONLY

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We appreciate your interest in our organization and assure you we will fairly consider your qualifications. All questions must be answered carefully and completely. If a question does not apply, write **D.N.A.** If you have a resume, please attach it to this application. **PLEASE PRINT.**

PERSONAL DATA

Are you legally authorized to work in the United States? Yes No (Proof of identify and eligibility will be required upon hire.)

Have you previously been employed by the Unified Government? Yes No

If yes, when? _____ Department: _____

Are you related to someone who currently is employed by the Unified Government? Yes No If yes, please list relative(s)

Name: _____ Department: _____

Name: _____ Department: _____

EDUCATION AND TRAINING

Highest level completed: Less than 8th grade Less than high school

Level	Name and Location of School	Degree Earned	Major
High School/GED	_____	_____	_____
College/University	_____	_____	_____
Vocational/Business	_____	_____	_____
Other (Specify)	_____	_____	_____

Specialized training, course work, licenses, or certifications received which you feel better qualify you for the position for which you are applying.

Typing speed _____ Shorthand speed _____ Other office machines _____

List all other skills you have that could help you qualify for other Unified Government positions:

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent employer.

Name and address of company and type of business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
_____	____/____	____/____	_____	_____	_____

Describe your duties: _____

May we contact this employer? Yes No

Telephone: (____) _____ - _____

Job Title: _____

Name and address of company and type of business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
_____	/	/			
_____	Describe your duties: _____				
_____	_____				
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Telephone: (____) _____ - _____					
Job Title: _____					
Name and address of company and type of business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
_____	/	/			
_____	Describe your duties: _____				
_____	_____				
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Telephone: (____) _____ - _____					
Job Title: _____					
Name and address of company and type of business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
_____	/	/			
_____	Describe your duties: _____				
_____	_____				
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Telephone: (____) _____ - _____					
Job Title: _____					
Name and address of company and type of business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
_____	/	/			
_____	Describe your duties: _____				
_____	_____				
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Telephone: (____) _____ - _____					
Job Title: _____					

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation?

Yes No

REFERENCES

PERSONAL

Name	Address	Phone No.
_____	_____	() - _____
_____	_____	() - _____
_____	_____	() - _____

PROFESSIONAL
(Supervisor, Teacher, etc.)

Name	Address	Phone No.
_____	_____	() - _____
_____	_____	() - _____
_____	_____	() - _____

The Unified Government of Wyandotte County/Kansas City, Kansas is an equal opportunity employer and will ensure that all applicants are considered for hire without regard to race, color, religion, national origin, sex, age, disability, or veteran status.

