



PRE- EMPLOYMENT APPLICATION

Personal Information; please print

First Name	Middle Name	Last Name

Address, City, State, Zip	Contact Phone Number

Position Applying For:

Full-Time / Part-Time / Temporary	Salary Desired	How did you hear about us?

Educational Background

Name of School	Emphasis / Degree / Diploma / GED	Dates of Attendance	Year of Graduation

List any related certifications and/or any other information helpful to be considered for employment.

Applicants must be 16 years of age or older to be employed at Wichita Friends School. Do you meet this requirement? Yes No

Have you ever been convicted of a felony or misdemeanor crime, or a DUI, in any city, county, state, or in the Federal court system? Yes No

Do you currently have any DUI or criminal court cases pending? Yes No

Have you ever had a conviction for any crime expunged or diverted? Yes No



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Employment and/or Related Volunteer History ~List present and/or most recent position first

Dates of Employment and/or Service	Position / Title	Name of Employer	Contact Name, Phone Number & Email	Brief description of duties	Reason for leaving

References

First Name	Last Name	Contact Number	Email Address

Disclosure ~ Your personal information will be kept confidential. Information may only be disclosed to an individual or employing agent which furnished the requested information with proper signature document.



PRE- EMPLOYMENT APPLICATION AUTHORIZATION, RELEASE AND DECLARATION

Applicants Name _____

Notice – I understand that at the time of employment, I am required to prove my identity by photo ID, including valid Kansas Driver’s License, and when necessary, proof of my ability to accept a job in the United States and produce any documents issued by INS.

I certify the facts contained in this application and my accompanying resume is true and complete to the best of my knowledge. I understand any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire or dismissal if I have been hired, regardless of when any inconsistencies are discovered by the company.

I understand any employment is **subject to a background check**. I authorize this company to thoroughly investigate all statements contained in my application and/or resume and I authorize my former employers and my references to disclose information regarding my former employment, character and my general reputation to the company or their investigative agents without giving me prior notice to such disclosure. I release and hold harmless the company, their background investigators, my former employers and all references listed above from any/all claims, demands or liabilities arising out of or related to such investigation or disclosures.

FAIR CREDIT REPORTING ACT – I understand a consumer report may be ordered for employment screening purposes. I hereby give my permission for such a report to be procured. I understand I am entitled to see a copy of this report and a copy of “Summary of Consumer Rights,” before any adverse action is taken by this employer. I understand the information in this report will not be used in violation of any State or Federal Equal Opportunity Law or Regulation.

I understand nothing contained in this application, or conveyed during an interview, is intended to create an employment contract. I understand and agree if I am hired, my employment will be “at will,” without fixed term and may be terminated at any time with or without cause and without prior notice at the option of myself or the company. No promises regarding employment have been made to me. I understand that no such promise or guarantee is binding on the company, unless in writing.

MEDICAL EXAM AND DRUG TESTING – If I am offered employment, I agree to submit to a medical exam and drug testing before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the company and as permitted by law. I consent to such examinations and tests and request that the examining doctor disclose to the company the results of the examination, which must remain confidential and segregated from my personnel file. I understand my employment or continued employment to the extent permitted by law is contingent upon satisfactory medical examinations and the company’s drug and alcohol policy.

I understand that filing out this form does not indicate there is a position open and does not obligate the company to hire me. I agree to abide by all company work rules, practices and procedures and agree to abide by provisions in the employment handbook if one is provided to me.



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I further agree if employed that (i) I am to work faithfully and diligently, to be careful and avoid accident, to come to work promptly, and I am not to be absent for any reason without prior notice to my supervisor (ii) upon termination of employment, Wichita Friends School, Inc., may answer all questions asked by any prospective employer concerning my ability, character, reputation and employment record.

I acknowledge the company retains the right to revise its policies and procedures in part or in whole at any time.

Applicant's Signature

Date