



CITY OF PRAIRIE VILLAGE

APPLICATION FOR EMPLOYMENT

7700 MISSION ROAD PRAIRIE VILLAGE, KANSAS 66208 913-381-6464

www.pvkansas.com

Notice to Applicant

The City of Prairie Village is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status, or any disability as provided in the Americans With Disabilities Act or any other classification protected by Federal, state, or local law. All offers of employment are conditional upon successfully passing all examinations, including background check. Physical and/or other examinations are used to determine whether applicants are qualified to perform the essential functions of the position with or without reasonable accommodation.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.

Position(s) applying for: _____ Date: _____

PERSONAL:

Name: _____ Social Security Number: _____
Last First Middle

Current Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Home Phone: _____ Work Phone: _____

Alternate Phone: _____ E-Mail Address: _____

Drivers License Number & State: _____

Are you a citizen of the United States or do you have the legal right to work in the U.S.? Yes No

Have you ever been convicted of any criminal offenses, excluding minor traffic violations? Yes No

If yes, complete the following:

Date Charges Were Filed: _____

Nature of the Offense: _____

Jurisdiction Involved (Law Enforcement Agency): _____

EMPLOYMENT DESIRED:

Are you seeking: (check one) Full-Time Part-Time Temporary/Seasonal

Salary Desired _____ Date Available to Start: _____

Days and Hours Available To Work: _____

Have you ever applied with the City of Prairie Village before? Yes No

Have you ever been employed by the City of Prairie Village before? Yes No

If your answer to either of the above questions is yes, state when and where you applied and/or worked.

EDUCATION:

Name and Address	Years Attended	Did You Graduate	Degree & Major
High School/GED		Yes <input type="checkbox"/> No <input type="checkbox"/>	
College		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Graduate Work		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other (Specify)		Yes <input type="checkbox"/> No <input type="checkbox"/>	

List any honors, offices held, and activities involved in: _____

List any other School, Specialized Training, or Certifications related to the job for which you are applying:

WORK HISTORY:

List names of employers in consecutive order with present or last employer listed first. If self-employed, give company name and supply business references. Please attach additional sheet(s) if necessary.

PLEASE GIVE MONTH AND YEAR.

DO NOT REFERENCE YOUR RESUME.

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor	Dates Employed		Pay
			From:	To:	Starting
			Mo. _____	Mo. _____	\$ _____
Telephone		Business Type	Year _____	Year _____	Ending \$ _____
Title		Reason For Leaving			
Duties					

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor	Dates Employed		Pay
			From:	To:	Starting
			Mo. _____	Mo. _____	\$ _____
Telephone		Business Type	Year _____	Year _____	Ending \$ _____
Title		Reason For Leaving			
Duties					

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor	Dates Employed		Pay
			From:	To:	Starting
			Mo. _____	Mo. _____	\$ _____
Telephone		Business Type	Year _____	Year _____	Ending \$ _____
Title		Reason For Leaving			
Duties					

REFERENCES

List three individuals who can give reference of your character and ability. Do not include relatives.

Name and Address	Telephone	Occupation	Years

AFFIDAVIT

I understand and agree that, as a condition of employment and, if employed, as a continued condition of employment, I may be required to submit to drug and alcohol screening tests to determine compliance with the City of Prairie Village policy on drug and alcohol abuse and applicable federal, state, and local law. Failure to comply with the testing program will be grounds for disqualification or immediate discharge. I understand that I can review and receive a copy of the City’s Drug and Alcohol screening policy upon request.

In filling out this application, I understand the City of Prairie Village is in no way obligated to provide nor am I obligated to accept employment. I understand that such an investigation report may be made whereby information is obtained through personal interviews and third parties, such as past employers, business associates, financial sources, friends, neighbors, or others with whom I am acquainted. This inquiry may include information as to my character and general reputation, whichever is applicable and appropriate. I have the right to make written request with a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

I hereby certify that all answers and statements contained in this application are true and complete to the best of my knowledge. I understand that any falsified or misleading statements of fact will subject me to dismissal or disqualification. I hereby authorize the City of Prairie Village to conduct whatever investigation is necessary and appropriate for the position(s) for which I am applying which may include, but not limited to, a full criminal history record check and a driving record check. I hereby authorize verification of the information given on this application and authorize release of all requested information in connection with the application for employment.

This application is current for sixty (60) days after receipt by the City. At the conclusion of this time, if I have not been contacted by the City of Prairie Village and still wish to be considered for employment for the position I am applying for, it will be necessary for me to fill out a new application.

Signature _____

Date _____



CITY OF PRAIRIE VILLAGE

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the City of Prairie Village not to discriminate and to provide equal employment opportunity to all qualified persons regardless of race, color, sex, religion, national origin, disability, or status as a special disabled veteran or Vietnam era veteran. It is also the policy of the City of Prairie Village to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities, special disabled veterans, or other protected veterans, and to base all employment decisions only on valid job requirements. This policy is applied to all employment actions including, but not limited to, recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship.

Employees of and applicants to the City of Prairie Village will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any federal, state, or local law regarding EEO for individuals with disabilities or protected veterans.

The Governing Body of the City of Prairie Village is committed to the principals of Affirmative Action and Equal Employment Opportunity. In order to ensure the dissemination and implementation of these principles throughout all levels of the City, the Governing Body has selected the City's Human Resources Specialist, as Affirmative Action Officer for the City of Prairie Village. One of the duties of the Affirmative Action Officer will be establish and maintain an internal audit and reporting system to all for measurement of the effectiveness of the City's EEO program.

In furtherance of our policy of Affirmation Action and Equal Employment Opportunity, the City has developed a written Affirmation Action Program, which sets forth the policies, practices and procedures which the City of Prairie Village is committed to applying in order to ensure that its policy of non-discrimination and affirmative action is accomplished. This Affirmative Action Program contains specific and result-oriented procedures to which the City of Prairie Village is committed to apply every good faith effort. Procedures without efforts to make them work are meaningless and effort undirected by specific and meaningful procedures is inadequate.

All applicants for employment and all employees are encouraged to become aware of the benefits provided by the Affirmative Action Program. The City's Affirmative Action Program is available for inspection by any employee or applicant for employment, during normal business hours. Interested persons should contact the City's Human Resources Specialist for assistance.



CITY OF PRAIRIE VILLAGE

**EQUAL EMPLOYMENT OPPORTUNITY REPORTING
CONFIDENTIAL DATA REQUEST FORM**

City of Prairie Village is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any other classification protected by Federal, state, or local law. The information requested in this form will be used only in the compilation of data for Equal Employment Opportunity Commission reporting. Completion of the requested data is completely voluntary and will not affect any terms or conditions of employment.

PLEASE COMPLETE IN FULL:

Name: _____

Social Security Number: _____

Position Applied For: _____

Gender: Male Female
(Check appropriate response.)

Ethnic Group:
(Please mark one of the descriptions below corresponding to the ethnic group with which you most identify.)

- AMERICAN INDIAN or ALASKAN NATIVE
All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- ASIAN or PACIFIC ISLANDER
All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- BLACK
Not of Hispanic origin.
- HISPANIC
All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.
- WHITE
Not of Hispanic origin.

Veteran Status:
Pursuant to KSA 73-201 applicants who are veterans and have been honorably discharged from the United States Armed Forces may be eligible for a preference in employment with the City. Should you be eligible to receive this preference please designate so by checking the appropriate box below. You will be required to submit documentation of your veteran status should you wish to receive the preference.

- Yes, I am a veteran of the United State Armed Forces and wish to receive a preference, if eligible.
- Yes, I am a veteran of the United State Armed Forces, but do not wish to receive a preference.
- No, I am a not veteran of the United State Armed Forces

Signature: _____ Date: _____

Personal and Confidential

This page contains sensitive information. It will be stored in a secure, confidential file, separate from your application.