



Application for Employment

Kansas Grain Inspection Service is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, gender, national origin, age, marital or veteran status, medical condition, disability, or any other legally-protected status. Equal access to the hiring process, services, and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should contact a representative of the Human Resources Department.

Each question should be answered completely and accurately. **No action will be taken on this application until all questions have been answered and the application has been signed and dated.** Verification of eligibility to work in the U.S. will be required if an employment offer is made.

Name
Last First Middle

Address
Street Apt. # City State Zip Code

Telephone Current Driver's License (if applicable) Yes No

Email Address

Position(s) applied for:

Have you applied here before? Yes No If yes, give date:

Are you employed now? Yes No On what date are you available for work?

Are you available to work Full-time Part-time Shift work Temporary

What languages do you speak fluently (if applicable)? List:

Are you 18 or older? Yes No

Have you been convicted of or plead guilty to a felony in the past 10 years, or misdemeanor involving theft or violence in the last 5 years? (Information regarding conviction records will not necessarily bar an applicant from employment; individual circumstances will be considered relative to the job sought). Yes No

If yes, please complete the following:

Conviction: Location: Date:

Result or outcome:

KANSAS GRAIN INSPECTION SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER



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E D U C A T I O N			
	High School	Trade Schools	College/University
School Name			
Diploma/Degree			
Certificate Received			
Describe Course of Study			

EMPLOYMENT EXPERIENCE

List your past four (4) employers including military and voluntary service assignments. **Start with your present or most recent job.** Attach an additional sheet if necessary.

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary: Starting _____ Final _____

Reason for Leaving: _____

Work Performed: _____

May we Contact: Yes No

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary: Starting _____ Final _____

Reason for Leaving: _____

Work Performed: _____

May we Contact: Yes No



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Employer: Telephone:
Address:
Job Title: Supervisor:
Dates Employed: From To
Salary: Starting Final
Reason for Leaving:
Work Performed:
May we Contact: Yes No

Employer: Telephone:
Address:
Job Title: Supervisor:
Dates Employed: From To
Salary: Starting Final
Reason for leaving:
Work Performed:
May we Contact: Yes No

Please summarize your job-related skills or specialized training:

Please list other job-related special accomplishments, projects, awards.
(Exclude information that would reveal race, color, religion, gender, national origin, age, marital or veteran status, medical condition, disability, or any other legally-protected status.):



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REFERENCES

Give the name and telephone number of three (3) business/work references who are not related to you. List at least one of your previous supervisors.

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<i>Name</i>	<i>Occupation</i>	<i>Company</i>	<i>Phone Number(s)</i>
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<i>Name</i>	<i>Occupation</i>	<i>Company</i>	<i>Phone Number(s)</i>
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List any additional information you would like us to consider.

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How did you hear about the open position?

Newspaper Ad Website Other:

Friend/Family Referred By:

If you were referred by an employee who currently works for KGIS please include their name.



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ACKNOWLEDGEMENT

I understand that Kansas Grain Inspection Service is making no employment offer at this time. I certify that the information in this application is true, accurate and correct to the best of my knowledge. I understand that any misrepresentation or omission of any information in my Application, resume, or any other materials, or during interviews, is grounds for disqualification from further consideration for employment or for termination if employed.

A Company-paid drug test and/or physical examination may be required. I understand that any offer of employment may be withdrawn if I test positive for drugs and/or if a condition is discovered for which no reasonable accommodation can be made.

I understand that this Application is current for only sixty (60) days. At the conclusion of this time, if I have not heard from Kansas Grain Inspection Service and still wish to be considered for employment, it will be necessary to fill out a new Application.

I understand that if I am hired, my employment at Kansas Grain Inspection Service is "at-will" and may be terminated by myself or by Kansas Grain Inspection Service at any time, with or without cause or notice. I understand that no representative of Kansas Grain Inspection Service has the authority to make any assurance to the contrary.

Signature of Applicant

Date