



Employment Application

Applicant Information			
Last Name:	First Name:	MI:	Date:
Street Address:			Apartment/Unit #:
City:	State:	Zip:	
Phone:	Alternate Phone:		
Date Available:	Social Security Number:		
Position Applied For:			
Are you willing to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings <input type="checkbox"/> Nights			
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever worked for this company? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, when?	
Have you ever been involuntarily terminated from a position of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, explain:	
Do you have a current, valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Education			
High School:			
From:	To:	City, State:	
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No			
College:			
From:	To:	City, State:	
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		Degree:	
Other:			
From:	To:	City, State:	
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		Degree:	
Previous Employment			
Company:			
Address:		Phone:	
Job Title:		Supervisor:	
Responsibilities:	Starting Salary: \$	Ending Salary: \$	
From:	To:		
List the jobs you held, duties performed, skills used or learned:		Reason for Leaving:	



May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Company:		
Address:		Phone:
Job Title:		Supervisor:
Responsibilities:	Starting Salary: \$	Ending Salary: \$
From:	To:	
List the jobs you held, duties performed, skills used or learned:	Reason for Leaving:	
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Company:		
Address:		Phone:
Job Title:		Supervisor:
Responsibilities:	Starting Salary: \$	Ending Salary: \$
From:	To:	
List the jobs you held, duties performed, skills used or learned:	Reason for Leaving:	
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
References: Please list <u>three professional</u> references (Do not include relatives)		
Full Name:		
Company:		Relationship:
Address:		Phone:
Full Name:		
Company:		Relationship:
Address:		Phone:
Full Name:		
Company:		Relationship:
Address:		Phone:



General

Please mark the box that most closely describes your skill level with the following (if the position you are applying for does not require use of these items, you may skip this section):

Typing	No Experience	Beginner	Intermediate	Advanced	Please list any other skills/software packages in which you are proficient:
10-Key					
Copier					
Fax					
Computers					
Word					
Excel					
Powerpoint					
Publisher					
Access					

With regard to the position you are applying for, please list any other equipment you can operate, skills you have, or duties you have performed that would be beneficial (for example: MIG or TIG welding, Auto CAD, etc.):

Additional space for comments (if needed):

Referral Source: How did you hear about us?

Advertisement

Referral If so, by whom? _____

Word of Mouth

Social Media

Website



PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

- In consideration of my employment, I agree to conform to the policies and procedures of the company. I understand that in accepting this application, the company is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without cause and with or without notice at any time.
- I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected, or, if I am hired, in my employment being terminated.
- I also understand that any offer of employment is conditioned on the completion of pre-employment tests and documents. I will upon request, sign all necessary consent forms.
- I hereby authorize the company to request information including but not limited to my previous employment, educational verification, social security verification and other information bearing on my character, general reputation, personal and professional characteristics, and trustworthiness. I hereby release the company, its agents and all entities providing information about me from any and all liability arising out of the requests.
- Western Plains Energy, LLC. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or discharge history, or any other characteristic protected by law.
- If you need assistance to complete this application, interview, or employment process, please notify the Human Resources Manager at (785) 672-8810 or visit the office located at 3022 County Road 18 in Oakley, Kansas.

Date:

Signature: