

# WESTERN PLAINS ENERGY

3022 County Rd. 18  
Oakley, KS 67748  
(785) 672-8810



## EMPLOYMENT APPLICATION

APPLICANT INFORMATION															
Last Name			First			M.I.		Date							
Street Address								Apartment/Unit #							
City			State			ZIP									
Phone			Alternate phone												
Date Available			Social Security No.												
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 citizen of the United States?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Have you ever worked for this company?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?							
Have you ever been convicted of a felony?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain							
Have you ever been involuntarily terminated from a position of employment?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain							
Do you have a current, valid driver's license?			YES <input type="checkbox"/>		NO <input type="checkbox"/>										
EDUCATION															
High School			Address												
From		To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree						
College			Address												
From		To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree						
Other			Address												
From		To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree						
PREVIOUS EMPLOYMENT															
Company						Phone									
Address						Supervisor									
Job Title				Starting Salary \$				Ending Salary \$							
Responsibilities															
From			To			Reason for Leaving									
List the jobs you held, duties performed, skills used or learned															
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>							

<b>Company</b>		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
List the jobs you held, duties performed, skills used or learned			

May we contact your previous supervisor for a reference?      YES       NO

<b>Company</b>		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
List the jobs you held, duties performed, skills used or learned			

May we contact your previous supervisor for a reference?      YES       NO

**REFERENCES**

*Please list three **PROFESSIONAL** references*

Full Name	Relationship
Company	Phone
Address	

Full Name	Relationship
Company	Phone
Address	

Full Name	Relationship
Company	Phone
Address	

Full Name	Relationship
Company	Phone
Address	

**GENERAL**

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

	No Experience	Beginner	Intermediate	Advanced	Please list any other skills/software packages in which you are proficient
Typing					
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).

**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 documentation. 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.

**Date**

**Signature**