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|  | WAMPO  271 W 3rd Street, Suite 208, Wichita, Kansas 67202 |

# EMPLOYMENT APPLICATION

## APPLICANT INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Application Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Available: |  | Social Security No.: |  |

|  |  |
| --- | --- |
| Position Applied for: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | | YES | NO | If no, are you authorized to work in the U.S.? | | | YES | NO | |
| Type of authorization/visa/ and date until valid: | | | | |  | | |
| Have you ever worked for this company? | | YES | NO | If yes, when? |  | | | | |

## EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Diploma/Certificate name & Date Obtained: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Name of Certificate/ Degree & Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree & Date: |  |

## REFERENCES

Please list 3 professional references:

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  | Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  | Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  | Email: |  |

## EMPLOYMENT (PLEASE START WITH THE MOST RECENT)

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  |  | Supervisor Contact |
| Address: |  | Phone: |  |
| Supervisor: |  | Email: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary $: |  | Ending Salary $: |  | Hours/week: |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO | Provide Reasoning if No: |
|  | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  |  | Supervisor Contact |
| Address: |  | Phone: |  |
| Supervisor: |  | Email: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary $: |  | Ending Salary $: |  | Hours/week: |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO | Provide Reasoning if No: |
|  | | | |
|  | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company: | |  | | | |  | | Supervisor Contact | | |
| Address: | |  | | | | Phone: | |  | | | | |
| Supervisor: | |  | | | | Email: | |  | | | | |
| Job Title: |  | | Starting Salary $: |  | Ending Salary $: | |  | | Hours/week: |  | |

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| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO | Provide Reasoning if No: |
|  | | | |
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|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company: | |  | | | |  | | Supervisor Contact | | |
| Address: | |  | | | | Phone: | |  | | | | |
| Supervisor: | |  | | | | Email: | |  | | | | |
| Job Title: |  | | Starting Salary $: |  | Ending Salary $: | |  | | Hours/week: |  | |

|  |  |
| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO | Provide Reasoning if No: |
|  | | | |
|  | | | |
|  | | | |

## MILITARY SERVICE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

|  |  |
| --- | --- |
| If other than honorable, explain: |  |

## Disclaimer and Signature

As part of WAMPO’s procedure for processing employment applications, personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

**Equal Employment Opportunity**: All employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.

**E-Verify:** *Verification of identity and employment eligibility to work in the United States is required by federal law. For a list of acceptable documents that establish these criteria, please see* [*www.uscis.gov/i-9*](http://www.uscis.gov/i-9) *for reference.*

*Wichita Area Metropolitan Planning Organization (WAMPO) participates in E-Verify and will provide the federal government with your I-9 information to confirm that you are authorized to work in the U.S. For additional information regarding E-Verify, please visit* [*www.e-verify.gov/sites/default/files/everify/posters/EVerifyParticipationPoster.pdf*](http://www.e-verify.gov/sites/default/files/everify/posters/EVerifyParticipationPoster.pdf)

*For additional information regarding Immigrant and Employee Rights (IER), please visit*

[*www.e-verify.gov/sites/default/files/everify/posters/IER\_RighttoWorkPoster.pdf*](http://www.e-verify.gov/sites/default/files/everify/posters/IER_RighttoWorkPoster.pdf)for reference.

I understand and agree to the information shown above.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |