

APPLICATION FOR EMPLOYMENT

PLEASE SEND COMPLETED APPLICATION WITH YOUR COVER LETTER AND RESUME

Kansas State High School Activities Association

601 SW Commerce Place, Topeka, KS 66615

P.O. Box 495, Topeka, KS 66601-0495

PH: (785) 273-5329 FAX: (785) 271-0236

kshsaa@kshsaa.org



General Information

Application Date: _____

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Phone: () E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applying For: _____ How did you hear about the position? _____

Are you authorized to work in the U.S.? YES NO

Have you ever been convicted of any crime? YES NO (An affirmative answer to this question will not automatically disqualify you from consideration for employment.)

If yes, explain: _____

What is your present position? _____

Reason for desiring a change: _____

Clerical/Technical Skills

Using a scale of 1 – 5, rate your proficiency in each of the following areas (5 meaning very proficient):

Microsoft Excel: _____ Typing Speed: _____

Microsoft Word: _____ Ten Key: _____

Microsoft Access: _____ Switchboard Operation: _____

Microsoft Publisher: _____ Copy Machine: _____

List Computer Software/Hardware knowledge: _____

Other skills/knowledge you wish to share: _____

Education

SECONDARY SCHOOL

High School: _____ Address: _____
Did you graduate? YES NO

Diploma or GED: _____

TECHNICAL/COLLEGE/UNIVERSITY

College: _____ Address: _____
Did you graduate? YES NO

Units or Semester Hours: _____
Degree or Certificate Received _____ Area of Concentration/Major _____

College: _____ Address: _____
Did you graduate? YES NO

Units or Semester Hours: _____
Degree or Certificate Received _____ Area of Concentration/Major _____

College: _____ Address: _____
Did you graduate? YES NO

Units or Semester Hours: _____
Degree or Certificate Received _____ Area of Concentration/Major _____

Other: _____ Address: _____
Did you graduate? YES NO

Units or Semester Hours: _____
Degree or Certificate Received _____ Area of Concentration/Major _____

Are you taking any college or vocational training courses now? YES NO
 Area of Concentration/Major _____

Name of school/college _____

Do you have certifications or licenses in any trades or professions? YES NO

Type of certification/license and number _____

State/States and Expiration date _____

Use this space to present any additional information pertaining to your education, or list scholastic honors, honors, honorary societies, or any information you think significant:

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

This space may be used to provide additional information regarding your job duties and reasons for leaving the positions listed above.

References

Please list only those with knowledge of your qualifications as they relate to the position you seek (references should not be related to you). Please list complete information for all references. Without complete mailing addresses, we cannot use your references.

Full Name: _____ Relationship/Years Acquainted with: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship/Years Acquainted with: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship/Years Acquainted with: _____

Company: _____ Phone: () _____

Address: _____

To determine my qualifications for employment, I authorize the KSHSAA to conduct an investigation of my application, including a credit history, DMV records and criminal background check. I understand that any false or misleading information furnished by me on this application form or in connection with my application for employment may result in rejection of the application, or if employed by this company, in the termination of employment.

Signature: _____ Date: _____

THE KSHSAA IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN EMPLOYMENT, PROMOTION, TRANSFER, WAGES AND SALARIES, OR RECORDKEEPING ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, SEX OR AGE.