



Kansas State High School Activities Association Application for Employment

PLEASE SEND COMPLETED APPLICATION WITH YOUR COVER LETTER AND RESUME
601 SW Commerce Place | Topeka, KS 66615 | 785-273-5329 | bunruh@kshsaa.org

Application Date: _____

General Information

Full Name: _____

Address: _____

City _____ State _____ ZIP Code _____

Phone: _____ E-mail Address: _____

Date Available: _____ Desired Salary: _____

Position applying for: _____ How did you hear about the position? _____

What is your present position? _____

Reason for desiring a change: _____

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: _____

Job Skills

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

Microsoft Excel: _____

Microsoft Outlook: _____

Microsoft Word: _____

Adobe Acrobat: _____

Microsoft PowerPoint: _____

Adobe Photoshop: _____

Microsoft Publisher: _____

Google Apps: _____

Microsoft Access: _____

(Docs, Sheets, Slides)

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: _____

POSTSECONDARY TECHNICAL/COLLEGE/UNIVERSITY

College: _____

Address: _____

Did you graduate? YES NO

Degree or certificate received: _____ Area of concentration/major: _____

College: _____

Address: _____

Did you graduate? YES NO

Degree or certificate received: _____ Area of concentration/major: _____

Other: _____

Address: _____

Did you graduate? YES NO

Degree or certificate received: _____ Area of concentration/major: _____

ADDITIONAL EDUCATION/TRAINING

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: _____

Use this space to share any additional information pertaining to your education, including scholastic honors, honorary societies, high school/college sport/activity achievements, or any information you think significant:

Employment History

Company: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Employed From: _____ To: _____ Reason for Leaving: _____

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

Company: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Employed From: _____ To: _____ Reason for Leaving: _____

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

Company: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor: _____

Responsibilities: _____

Starting Salary: _____ Ending Salary: _____

Employed 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.

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. 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.

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