

400 N. 7<sup>th</sup> St.  
P.O. Box 736  
Mayfield, KY 42066



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Toll Free 1-800-294-2731

## West Kentucky Allied Services, Inc.

### Application for Employment

**West Kentucky Allied Services, Inc** is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

Please type or print: Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.")

APPLICANT INFORMATION					
Last Name		First Name		M.I.	Date
Mailing Address					
City			State		Zip
Home Phone Number			E-mail Address (Optional)		
Cell Phone Number			Emergency Contact Number		
EMPLOYMENT DESIRED					
Position			Date you can Start?		Salary Desired
Are you employed now?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so may we inquire of your present employer?	
				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you currently employed at WKAS?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what is your current Job title & department?	
Are you related to any current WKAS employee?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, their name and relationship to you?	
Have you ever worked for WKAS?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been employed at another Community Action Agency?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, may we contact them?	
				YES <input type="checkbox"/>	NO <input type="checkbox"/>
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.?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Are you 18 years of age or older?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Referred by	
If required for position, do you have a valid driver's license?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
EDUCATION					
	<b>Name and Location of School</b>	<b>Number of years attended</b>	<b>Did you graduate?</b>	<b>Subjects Studied</b>	
<b>High School/GED</b>					
<b>College</b>					
<b>Trade, Business or Correspondence School</b>					

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

**PREVIOUS EMPLOYMENT**

Please begin with your current or the last two employers. **PLEASE DO NOT** complete this information with the notation "See Resume." **PLEASE NOTE:** West Kentucky Allied Services, Inc. reserves the right to contact all current and former employers for reference information.

Date month & year	Name and address of employer	Salary	Kind of work	Reason for leaving
From		\$		
To		per hour		
From		\$		
To		per hour		

**REFERENCES**

**Please list two persons not related to you, whom you have known at least one year.**

Full Name	
Company	Phone
Address	
Full Name	
Company	Phone
Address	

**DISCLAIMER AND SIGNATURE**

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete to the best of my knowledge. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize **West Kentucky Allied Services, Inc** to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation (If applicable) and/or screening for illegal substances and alcohol upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that employees of **West Kentucky Allied Services, Inc** are hired at-will, and the employment relationship may be terminated at any time by either party, for any and/or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed as a full time, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the Kentucky Retirement System. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_