

# APPLICATION FOR EMPLOYMENT

## King's Alcohol/Drug Treatment Center (KTC)

110 S. Main, Suite 700 • Wichita, Kansas 67202

Phone: 316-685-3500 Fax: 316-685-1439

www.kingstreatmentcenter.com

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Please print plainly or type. Supplemental material may be attached to this form if you wish to submit additional information. You must fully and accurately complete this application for employment. Incomplete applications will not be considered.

### PERSONAL DATA:

NAME \_\_\_\_\_  
Last First Middle

PREVIOUS / MAIDEN NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City County State Zip

EMAIL ADDRESS \_\_\_\_\_

PHONE ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
Home Business/Other

Please check the appropriate response.

1. Are you 18 years of age or older? Yes No
2. Do you have the legal right to work in this country? Yes No  
(Proof of citizenship or immigration status will be required upon employment).
3. Have you ever been convicted of a felony? Yes No (As of January 1, 2004, applicants are not obligated to disclose sealed or expunged records of conviction or arrest).
4. What recommendations or source prompted you to apply to King's Alcohol/Drug Treatment Center? Be Specific.  
\_\_\_\_\_

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### POSITION APPLYING FOR:

Position applying for: \_\_\_\_\_  
(Please note: A separate application is required for each position).

Have you ever been employed by KTC? Yes No

If yes, former position title & employment dates \_\_\_\_\_

Availability: Full-time Temporary Part-time (days and hours): \_\_\_\_\_

Date available to begin employment \_\_\_\_\_

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**EDUCATION:**

Copies of transcripts should be attached to this application for positions which require specific academic credentials.

ELEMENTARY-SECONDARY: Highest Grade Completed \_\_\_\_\_ Diploma \_\_\_\_\_ Certificate \_\_\_\_\_ G.E.D. \_\_\_\_\_

Name of School \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_

HIGHER EDUCATION: Start with present or most recent and work back, including vocational/trade/technical education.

1. \_\_\_\_\_ Graduate: Yes No  
Institution

\_\_\_\_\_ Graduate: Yes No  
Address Degree/Certificate/Diploma Field of Study

2. \_\_\_\_\_ Graduate: Yes No  
Institution

\_\_\_\_\_ Graduate: Yes No  
Address Degree/Certificate/Diploma Field of Study

3. \_\_\_\_\_ Graduate: Yes No  
Institution

\_\_\_\_\_ Graduate: Yes No  
Address Degree/Certificate/Diploma Field of Study

REGISTRATION/CERTIFICATION/LICENSURE, etc. \_\_\_\_\_

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**ACTIVITIES/AWARDS:**

List any work related membership in trade, business, school activities etc. You may exclude membership which would reveal sex, race, religion, national origin, age, ancestry, disability, or other protected status.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**SKILLS INVENTORY:** This section should be completed only if it relates to your position.

- |                              |                    |                  |            |
|------------------------------|--------------------|------------------|------------|
| building operation           | counseling         | child care       | security   |
| personnel                    | writing            | payroll          | management |
| office procedure development | supervision        | customer service | teaching   |
| substance abuse treatment    | special needs care | recreation       | nursing    |

List special skills you possess which relates to the position for which you are applying \_\_\_\_\_

Do you speak, read, or write any language other than English? If yes, identify \_\_\_\_\_

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**WORK EXPERIENCE:** List all positions held. Start with the most recent. Use additional sheet, if necessary.  
**Entire application must be completed for consideration.**

1. \_\_\_\_\_  
Name of Employer Phone Position Held  
\_\_\_\_\_ Full-time Part-time Temporary  
From (month/year) To (month/year) Ending Salary Immediate Supervisor  
\_\_\_\_\_  
Describe Duties of Position  
\_\_\_\_\_  
Reason for Leaving

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2. \_\_\_\_\_  
Name of Employer Phone Position Held  
\_\_\_\_\_ Full-time Part-time Temporary  
From (month/year) To (month/year) Ending Salary Immediate Supervisor  
\_\_\_\_\_  
Describe Duties of Position  
\_\_\_\_\_  
Reason for Leaving

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3. \_\_\_\_\_  
Name of Employer Phone Position Held  
\_\_\_\_\_ Full-time Part-time Temporary  
From (month/year) To (month/year) Ending Salary Immediate Supervisor  
\_\_\_\_\_  
Describe Duties of Position  
\_\_\_\_\_  
Reason for Leaving

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4. \_\_\_\_\_  
Name of Employer Phone Position Held  
\_\_\_\_\_ Full-time Part-time Temporary  
From (month/year) To (month/year) Ending Salary Immediate Supervisor  
\_\_\_\_\_  
Describe Duties of Position  
\_\_\_\_\_  
Reason for Leaving

**Which of these employers can we contact for a reference regarding your job performance?** \_\_\_\_\_  
\_\_\_\_\_

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**REFERENCES:** List educational, business, and/or professional references other than persons listed above.

1. \_\_\_\_\_  
Name Organization

\_\_\_\_\_  
Relationship # Years Known Daytime Phone

2. \_\_\_\_\_  
Name Organization

\_\_\_\_\_  
Relationship # Years Known Daytime Phone

3. \_\_\_\_\_  
Name Organization

\_\_\_\_\_  
Relationship # Years Known Daytime Phone

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I understand and agree that employment constitutes acceptance of the terms and conditions specified in the KTC Policy Manual. I further understand that the language used in this application is not intended to create, or is it to be construed to constitute and sort of contract between King's Alcohol/Drug Treatment Center and applicants for this position.

I, the undersigned, hereby duly authorize KTC officials to investigate all statements in this application and included in my resume (vitae), and to secure any necessary information from all my subordinates, employers, and references, organizations, and academic institutions. I further authorize and consent to those persons, organizations, educational institutions, and employers to divulge relevant information otherwise confidential information to KTC notwithstanding that it might otherwise be confidential. I hereby release all of those subordinates, employers, references, organizations, and academic institutions from any and all liability arising from their giving or receiving information about my criminal history, employment history, my academic credentials or qualifications, and my suitability for employment with KTC.

I understand and agree that, if hired, my employment is for no definitive period and, regardless of the date of payment of my wages or salary, may be terminated at any time without any prior notice: except where specific contract terms or otherwise by applicable law or company policy dictates dismissal shall be with or without cause. I further understand that only the KTC President or another person specifically designated by the President has the authority to create or enter into any employment agreement on behalf of KTC.

In consideration of my employment, if hired, I agree to comply with all rules, procedures, and regulations set forth by KTC and the Program Directors of KTC. KTC reserves the right to change these rules, policies, and procedures at any time. I furthermore understand consideration of this application and the continuation of this application of any subsequent employment depends upon the truth and accuracy of this information.

***If applicable, copies of official transcripts, licenses, resumes, or certificates should be submitted with this application and must be on file with KTC prior to employment.***

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Signature of Applicant

Date

**Mail to:  
King's Alcohol/Drug Treatment Center, Attn: Legal Director, 110 S. Main, Suite 700, Wichita,  
Kansas 67202**

Note: KTC has a strong policy against substance abuse and recommends applicants and employees familiarize themselves with the specifics.

KTC is an affirmative Action/Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, sex, color, age, religion, national origin, marital status, veteran's status, physical or mental disability or any other protected status under federal or state law. If you believe that any of the above factors has entered into the consideration of your application for employment, contact the Director of Operations at 316-685-3500.