

GREAT BEND CO-OP



EMPLOYMENT

APPLICATION

**GREAT BEND COOP ASSISOCATION**

Locations: Great Bend, Albert, Boyd, Ellinwood, Pawnee  
Rock, Radium, Russell, Seward and Susank.

**Business Office**

606 S Main  
P.O. Box #68  
Great Bend, KS 67530

**Phone**

620-793-3531

**Fax**

620-792-1999

Great Bend Cooperative Association  
Pre-Hire Employment Conditions

Before completing the Employment Application, we wish to emphasize several points. Please initial the line next to each statement and sign where indicated to acknowledge your understanding.

\_\_\_\_\_ Only the General Manager or Operations Manager of Great Bend Cooperative Association has the authority to enter into an agreement for employment. Should you be hired, any offers made by your supervisor are valid only if they have been approved by the General Manager or Operations Manager in writing.

\_\_\_\_\_ All offers of employment are pending, per results of background and reference checks.

\_\_\_\_\_ All prospective employees must score at least 90% on the safety orientation quiz after attending the safety orientation class.

\_\_\_\_\_ Great Bend Cooperative Association strives to maintain a drug-free workplace.

By initialing next to each of the prior statements, I realize that I am acknowledging my understanding of their content and agree to abide by the intent of each paragraph.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Great Bend Cooperative Association  
Applicant Authorization for Background and Reference Checks

I voluntarily consent to allow Great Bend Cooperative Association or any of its officers, employees, or agents to check my references by contacting any person or entity whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character or personality.

Applicant's Name: \_\_\_\_\_  
(please print)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
\_\_\_\_\_  
City State Zip Code

Phone #: \_\_\_\_\_ Driver's License # \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Are you 18 years old or older? YES NO

Are you authorized to work in the United States? YES NO Referred by: \_\_\_\_\_

Name any relatives, other than spouse, already employed by this company: \_\_\_\_\_

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## Position Desired

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Have you previously worked for this company? YES NO If so, from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Former Supervisor at this company: \_\_\_\_\_

How did you hear of this opening: \_\_\_\_\_

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## Education

High School: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

College: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

College: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other education or training: \_\_\_\_\_

Other special skills: \_\_\_\_\_

Activities (Civic, athletic, etc.) in which you participate: \_\_\_\_\_

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## Work Experience

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Position Held: \_\_\_\_\_ Duties: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Manager's Name and Title: \_\_\_\_\_ May we contact: YES NO

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Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Position Held: \_\_\_\_\_ Duties: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Manager's Name and Title: \_\_\_\_\_ May we contact: YES NO

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Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Position Held: \_\_\_\_\_ Duties: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Manager's Name and Title: \_\_\_\_\_ May we contact: YES NO

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## References

Please list three professional references, not related to you, whom you have known for at least one year.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

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## Disclaimer and Signature

Great Bend Coop Assn. (The Company) is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion, national origin, marital status, physical or mental handicap or arrest record. This application will remain effective for a period of thirty (30) days or until the position is filled.

I certify that the foregoing statements are true and correct. I authorize the Company to make investigation of my personal or employment history and authorize any present/former employer, person, firm, corporation, credit agency or government agency to give the Company any information they may have regarding me, and I understand that any misrepresentation or omission shall be cause for dismissal. In consideration of the prospective employer review of this application, I release the Company and all providers of information from any liability as a result of furnishing and receiving this information.

I further agree that, if employed, I will conform my conduct to the Company's rules, regulations and personnel policies. I understand that no personnel recruiter, interviewer or other representative other than an officer of the Company has authority to enter into any agreement for employment for any specified period of time and that any employment manuals or handbooks that may be distributed to me during the course of my employment shall not be construed as a contract. I further understand that nothing contained in this application or the granting of an interview creates a contract for either employment or providing any benefit, and THAT I HAVE THE RIGHT TO TERMINATE EMPLOYMENT AT ANY TIME AND THAT THE COMPANY HAS THE SAME RIGHT.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_