

Elizabeth Layton Center, Inc.
204 East 15th Street
Ottawa, Kansas 66067-3903
Telephone: (785) 242- 3780

PRE-Employment Application
Administrative Support Position

Please furnish all information requested on this application; do not refer to other sources.

Date of Filing Application: _____ Date When Available: _____

Position Desired: _____

Hours Available to Work: (Center Hours 8:00 a.m. - 8:00 p.m. Monday through Thursday and 8:00 a.m. - 5:00 p.m. on Friday)

Name: _____
Last Name First Name Middle Name

Present Address: _____ (_____) _____
Street City State Zip Code Telephone Number

Social Security Number: _____

EDUCATIONAL AND PROFESSIONAL TRAINING

School or Institution	Degree	Date Received	Dates Attended

What office machines can you operate?

What special qualifications do you have?

Can we contact your present employer for a reference? If "no", please explain:

Have you ever had a professional license, certification, or registration suspended or revoked?

Yes No If yes, explain circumstances: _____

EXPERIENCE RELEVANT TO POSITION SOUGHT

Name of Firm and Location	Type of Work	Salary Hour/Month/ or Annual	Dates Month/Year to Month/Year

OTHER WORK EXPERIENCE

Name of Firm and Location	Type of Work	Salary Hour/Month/ or Annual	Dates Month/Year to Month/Year

REFERENCES

Name	Official Position	Complete Address	Telephone
1.			
2.			
3.			
4.			

How did you learn of the position you are applying for? _____

Other than minor traffic offenses for speeding, parking violations, etc., have you ever been convicted of any criminal offense? _____ Yes _____ No

If yes, please explain: _____

Conviction of a crime is not an automatic bar to employment. ELC will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Why do you desire to leave your present position, or why did you leave your last position?

Have you ever been involuntarily terminated from employment? _____ Yes _____ No

If yes, please give dates and reasons for the termination: _____

