

Name (Print): _____

Adjutant General's Department - State Application Supplement

Please complete sections A, B and C. If you have any questions please request assistance. Use backside if necessary.

A. Recruitment Information

How did you first learn about this position?

1. ____ Newspaper: Name _____
2. ____ State Vacancy List
3. ____ Internet State Vacancy List
4. ____ Employee(s): Name(s) _____
5. ____ Job Service Center
6. ____ Other: Specify _____

B. Reference Check Information

(Start with your present employer. Go back three jobs or 10 years, which is greater. Use backside if necessary.)

Employer	Supervisor's Name	Supervisor's Phone	Dates Supervised
1.			
2.			
3.			
4.			

Are there any references listed that you do not want contacted? _____. If so, list the employer by number(s), state your reason and indicate how a reference for that job(s) could be obtained. (Use backside if necessary.)

Have you ever worked for a State Agency? (i.e. Dept of Revenue, University of Kansas) Yes _____ No _____

C. Nepotism Statement

Kansas law [K.S.A. 46-246(a)] and regulation [K.A.R. 19-40-4] prohibit the employment, appointment, promotion or transfer of an individual if, as a result of such action, the person would supervise, receive supervision from, or have the opportunity to affect employment conditions of, a member of the person's family or household.

- **Family members include:** spouses, parents, children or siblings-including prefixes 'half' and 'step'; 'step' parents and children; foster children; uncles, aunts, nephews and nieces; grandparents, great grandparents, grandchildren and great grandchildren; or parents, children or siblings related by marriage ('in-laws').
- **Household members include:** persons having legal residence in or living in the person's place of residence.

- a) ____ I do not have any relative or household member presently employed by the Adjutant General's Department.
- b) ____ The following people are family and/or household members employed by the Adjutant General's Department.

Employee	Relationship	Location of Employee(s)
1.		
2.		
3.		

The above information is true and complete to the best of my knowledge. Failure to disclose relationships may result in disqualification for employment or discharge from employment with the Adjutant General's Department.

Signature/Date: _____

OSHR Eff: 03/00; Rev 05/00

Additional Recruitment and Reference Check Information

Continued from front page.

B. Reference Check Information

Employer	Supervisor's Name	Supervisor's Phone	Your Job Title
5.			
6.			
7.			
8.			
9.			
10.			

Options for securing references other than directly contacting a supervisor (continued):

C. Nepotism Statement

Employee	Relationship	Location of Employee(s)
4.		
5.		
6.		