

**Disability Rights Center of Kansas (DRC)
Application for Employment**

Instructions for completing this Application. It is preferred that you download this application document from the DRC web site (www.drckansas.org/jobapp), type your answers and information directly into the blank portions of the electronic document, print it out, sign and initial it, and mail it back to DRC (postal mail, NOT email). If you need an accommodation to complete this application, or have problems/questions, please call DRC at 1-877-776-1541 (toll free voice) or 1-877-335-3725 (toll free TDD).

Please mail both your completed employment application **and** your signed Fair Credit Reporting Act document (which can be found at www.drckansas.org/jobapp) to:
DRC, Attn: Employment Application, 635 SW Harrison St., Ste. 100, Topeka KS 66603.

Your application will be considered for only the specific position or positions which you identify. Your application will remain active for no more than six months, after which it will not be considered. The DRC Job Openings web page (www.drckansas.org/jobapp) is the official notification of the deadlines for receipt of your application for employment for the job(s) for which you are applying. Candidates are strongly encouraged to apply now to ensure that their application is considered. Please submit your application now, and check back to the DRC Jobs web site later for more updated information

If you wish to attach a resume you may do so, but limit your information only to your education, job experience and qualifications for this job.

NAME:

Specific position you are applying for:

Social Security Number:

Current full home Address:

Home Telephone:

Other Telephone:

E-mail:

Referral Source (mark an X in one):

Classified Advertisement (which paper?)

DRC web site

Friend or Relative

Other (specify)

Have you ever used another name? Yes No
(With all Yes/No questions on this application, Underline your answer):

If so, list the full name(s) previously used:

Have you ever applied for employment with DRC? Yes No

If yes, provide the date(s):

Have you ever been employed by DRC before? Yes No

If Yes, provide the dates:

Are you employed now? Yes No

If yes, may we contact your present employer? Yes No

**Are you a U.S. Citizen or can you establish that you
are an authorized worker?** Yes No

On what date would you be available for work?

**Are there any restrictions on the number of hours you can work
and/or when you can work those hours?** Yes No

If yes, please state what hours you can work:

Have you ever involuntarily resigned or been fired from a job? Yes No

If yes, please provide more details:

If employed and you are under 18, can you furnish a work permit? Yes No

N/A

**-- Please note. DRC conducts criminal background checks and background
screenings --**

**Have you ever been convicted of a crime, either a misdemeanor or felony
(excluding minor traffic offenses)?**

Yes No

If yes, provide date, charge and incarceration period:

**(Convictions will not be an absolute bar to employment, depending on the
circumstances.)**

Have you ever been convicted of drug related charges? Yes

No

**Have you ever been disciplined or fired for theft, dishonesty,
fighting, assault, insubordination, neglect, or similar misconduct?:** Yes

No

Have you ever been charged with or convicted of abuse or neglect? Yes

No

For Salaried Jobs approximate pay expected per year: \$

For Hourly Wage Jobs Approximate wage per hour expected: \$

(NOTE: please do not simply state Anegotiable. Please indicate your expectations in dollar amounts)

List professional, trade and business activities with offices held (exclude those which indicate race, color, religion, sex or national origin):

List honors and awards (exclude those which indicate race, color, religion, sex or national origin):

List name, address and telephone numbers of three references that are not related to you and are not previous employers:

List your certificates, licenses, etc.:

EDUCATIONAL HISTORY (fill out table below)

Name and Location of School	High School				College/University				Graduate/Professional			
	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed (<u>Underline</u> your answer)												
Course of Study												
Did you graduate? (<u>Underline</u> answer)	YES		NO		YES		NO		YES		NO	
Year Graduated												
College and/or Law School?												
Diploma/Degree												
Briefly describe any specialized training, etc.												
Honors Received												

MANDATORY NINE (9) PIECES OF INFORMATION THAT YOU MUST INCLUDE WITH EVERY PAST JOB HELD:

1) Name of Employer, 2) Dates you were Employed (from when to when, including month and year), 3) Complete address of employer, 4) Phone number, 5) Your Job Title, 6) Name of your Supervisor, 7) Specific Reason for leaving, 8) Describe the Work you Performed (please limit the description of your work performed to 500 words), and 9) Final Salary of the Position.

List Prior Jobs for past 12 years and your Answers to the above 9 Pieces of Information here:

(Do not simply attach a resume with job history. List your answers to each of the 9

items)

Summarize specialized skills and qualifications you acquired from past employment or other experiences that are relevant to this job description (limit your answer to 1000 words):

What experience do you have working or interacting with people with disabilities, and what experience do you have with disability issues (please limit to 1000 words)?

Why specifically do you want to work for DRC and perform legally-based disability rights advocacy (please limit to 1000 words)?

FOR DISABILITY RIGHTS ATTORNEY APPLICANTS ONLY

Disability Rights Attorney applicants should also complete the following:

1) How many cases have you tried to a jury?

2) How many cases have you tried to the court or administrative hearing officer?

3) Have you ever had a complaint filed against you with the disciplinary administrator of any state? If so, where, when, and what was the outcome?

4) What is your appellate experience?

5) Have you ever filed a civil rights case? If so, under what statute?

6) Have you ever responded to a motion to dismiss or for summary judgment regarding sovereign immunity, Ex parte Young, private right of action, or 42 U.S.C. 1983?

7) Have you ever filed a case to enforce a claim for medical assistance under Medicaid, 42 U.S.C. 1396 et seq.?

8) Do you have any experience litigating cases in the following areas:

guardianship, special education, involuntary civil commitment, Medicaid, ADA, Rehab. Act, Fair Housing, Public Housing, abuse and neglect investigations, wrongful death and vocational rehabilitation?

Please Initial (in handwriting) in the space after each paragraph showing that you have read, understand and agree to the information presented:

Equal Opportunity Employer

Applicants are considered without regard to and will not be discriminated against due to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a disability. We value diversity of culture, disabilities and other life experiences and are an equal opportunity employer. We take affirmative action to employ and advance in employment and otherwise treat qualified individuals with disabilities without discrimination based on their physical or mental disability in all employment practices.

_____ ***Initial here showing that you read, understand and agree to the language in this section.***

Statement of Truth and Investigation Authorization

I certify that the facts contained in this application are true, accurate and complete to the best of my knowledge and understand that, if employed, falsified statements or omission of fact on this application or any other pre-employment documents shall result in termination when discovered. I authorized DRC to obtain a consumer report and an investigative consumer report and/or a report from any law enforcement agency which may include both general and personal information about me. I authorize investigation of all statements contained herein and authorize the references and employers (including supervisors and co-workers) that I have listed on this application to give DRC any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to DRC.

_____ ***Initial here showing that you read, understand and agree to the language in this section.***

At Will Employment Statement

In consideration of my employment, I agree to conform to the rules and regulations of DRC and agree, if I am hired, I will be an employee at will and that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either DRC or myself and without notice or liability for wages or salary except such earned at the date of such termination. I understand that no manager, supervisor or representative of management, other than the Board of Directors, has any authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and any such agreement must be in writing.

_____ ***Initial here showing that you read, understand and agree to the language in this section.***

Permission to contact employers and schools

I consent to DRC or its agents or contractors to contacting my former employers, and the schools and colleges that I attended or listed on this application.

_____ ***Initial here showing that you read, understand and agree to the language in this section.***

Nothing in this document shall be interpreted or applied in any way which would violate the ADA or other applicable law.

By signing below, I certify that all the information I have provided is true, accurate and complete. Also, I waive any claims I have or may have against DRC, its officers, directors, employees and contractors relating to any inquiries made to my current or past employers, schools, and others, or to information given by DRC to any of those people or entities.

Signature of Applicant

Date