



## EMPLOYMENT APPLICATION PACKET

Required documents to be completed and returned:

Application for Employment

Conditions of Employment

Kansas K-4 – Employee Withholding Allowance Certificate

Federal W-4 - Employee Withholding Allowance Certificate

Federal Form I-9 – Employment Eligibility Verification

*Driver's License or other government issued picture ID **AND** a copy of Social Security Card are required to be submitted with this form. Other acceptable forms of ID are listed on the back of the form.*

- ***Complete all areas*** of each form, except on the I-9 where only the top portion is to be filled in by applicant.
- ***The K-4 is required*** even if you are not a resident of Kansas.
- ***Failure to return*** a complete packet may result in delay of the hiring process and reduced choice of work areas available.