Required and Optional Questions

Template 1013 – Job Posting and Job Application
* Required Questions begin with an asterisk
Questions show in the Online Questionnaire section of the job application

Required Questions		
Question Names start with an asterisk ''; Do not delete.*		
Question Name	**Question**	**Answers**
*Over Age 18 Note: This question can be replaced with the optional age 20 or 21 question if needed.	Are you currently over the age of 18 or will you be age 18 at the time of hire?	Yes/No
*Applicants check email	I understand that the Careers system and the Recruiter will send correspondence, to the e-mail address I provided, regarding specific information about this application and I understand it is my responsibility to check my e-mail regularly during the recruitment process.	Yes/No
*Authorized to work in US	The Immigration & Reform Control Act of 1986 requires employers to verify an individual's identity and authorization to work in the U.S. as a condition of employment. Upon hire, will you be able to provide documentation to verify that you are a citizen or that you are authorized to work in the United States?	Yes/No

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Question Name	Question	Answers
*Veterans Preference	Veterans: Are you claiming Veterans' Preference?	* I am claiming Veterans' Preference. I have uploaded my DD214 and I request that my eligibility be verified. * I am claiming Veterans' Preference. I have previously submitted my DD214 and my eligibility has been verified. * I am claiming Veterans' Preference. I have previously submitted my DD214 and my eligibility has been verified. I have uploaded my DD214 only for reference. * I am not claiming Veterans' Preference.
*Former or Current EEs	Have you ever been or are you currently employed by the State of Kansas? (The State of Kansas employs persons in the executive, legislative and judicial branches and those that work as an employee or student at a state university. State universities are Emporia State University, Fort Hays State University, Kansas State University, University of Kansas, Pittsburg State University, University of Kansas Medical Center and Wichita State University.) If so, please provide as much information as possible: approximate dates of your last State employment, the name of the last Agency, Department, Office, Commission or Board you worked for, and your Employee ID. Type NA if you do not have an answer.	Open Ended

Question Name	Question	Answers
*Known by Other Name	List any other name(s) which you have used, or you have been known by. Please include any and all first, middle and last name combinations, including former maiden, married, or legal names. Type NA if you do not have an answer.	Open Ended
*Have you previously retired	Have you previously retired from the State of Kansas or any other employer with a Kansas Public Employee Retirement System plan (KPERS/KP&F)? If so, please provide your retirement date and name of employer. Type NA if you do not have an answer.	Open Ended
*Additional Experiences	Please describe any additional Experiences (jobs, volunteer, memberships, events, etc.), any additional Knowledge or Technical Skills (computer hardware/software, information technology, machinery, mechanical, scientific, mathematical, other equipment) that you have not described in a previous section that are applicable to this position. Type NA if you do not have an answer.	Open Ended

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	Optional Questions
	Reminder: If you add optional questions to your online job application also provide them with paper applications.

Question Name	Question	Answers
Kansas Felony Question	Have you ever been convicted of a felony?	No/Yes
I reviewed salary range posted	I have reviewed the posted salary rate/range for this position and understand that if I am hired, my salary will fall within this range based on my education, experience and qualifications:	Yes/No
Supervisory Experience	If you were a supervisor in any of the jobs that you entered in the Work History section and/or in your resume, please type the Employer Name and Job Titles of each. Type NA if you do not have an answer.	Open Ended
I reviewed required documents	I have reviewed the required documents for this position, and I understand that I must provide all required documents for my job application to be considered complete.	* Yes. I have uploaded all required documents. * Yes. I plan to upload all required documents within 2 days of submitting this application. * Yes. I will provide all required documents to the Recruiter using another method. * No
Personal Vehicle Use	Are you willing to drive your personal vehicle (with State reimbursement) in the performance of your responsibilities?	Yes/No

Question Name	Question	Answers
Background Check	I will submit to a comprehensive background investigation and understand I must successfully pass to be hired.	Yes/No
Pre-employment Drug Testing	I understand that all applicants applying for this position will be subject to pre-employment testing for illegal substances. I will complete the pre-employment drug test and I understand I must pass to be hired.	Yes/No
PreEmp Polygrph and Psych Eval	I understand that the selected candidate will be subject to a pre-employment polygraph test and psychological evaluation. I will submit to a polygraph test and psychological evaluation and I understand I must pass to be hired.	Yes/No
Over age 20	Are you currently over the age of 20 or will you be age 20 at the time of hire?	Yes/No
Over age 21	Are you currently over the age of 21 or will you be age 21 at the time of hire?	Yes/No
Exper Proc Medicaid Eligibilty	Do you have experience processing Medicaid eligibility?	Yes/No
Medicaid Eligibilty Proc Areas	If you have experience processing Medicaid eligibility, list all of the following areas in which you are experienced, otherwise type NA. 1. E&D (Elderly and Disabled); 2. Working Healthy/WORK (Work Opportunities Reward Kansans); 3. LTC (Long Term Care) – Institutional Care; 4. LTC – HCBS (Home and Community Based Services); 5. PACE (Program of All-Inclusive Care for the Elderly);	Open Ended

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	6. Spousal; 7. FM (Family Medical); 8. Hybrid Cases (both FM and E&D/LTC involvement); 9. E&D SOBRA (Sixth Omnibus Budget Reconciliation Act); 10. Institutionalized Newborns	

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Template 1014 – Job Posting Only – No Job Application

* Required Question

Question is used on the job opening with the 'Pre Screen' level to disable the job application ('Apply for Job').

Question Name	Question	Answers
*Posting with External Applctn	Important Information: The job you have chosen to apply for Does Not use this specific online job application. It is posted on our site to enhance your job search. To exit this job application and return to the Careers main page: Choose either Yes or No and click Next. Click the X on top right corner of the PreQualify Results Box. To apply for this job, please follow the specific instructions in the job posting.	Yes/No (Both answers are incorrect causing the applicant to be removed from the application.)

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