SAUNDERS COUNTY EMPLOYMENT APPLICATION

EMPLOYERS STATEMENT: SAUNDERS COUNTY, NEBRASKA, ADHERS TO THE EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES SET FORTH BY STATE AND FEDERAL LAWAS. THE INFORMATION CONTAINED ON THIS FORM IS SOUGHT IN GOOD FAITH AND WILL NOT BE USED IN ANY WAY TO DISCRIMINATE AGAINST ANY APPLICANT ON THE BASIS OF RACE, RELIGION, NATIONAL OR ETHNIC ORIGIN, MARITAL STATUS, AGE, HANDICAP, SEX, OR VETERANS BACKGROUND.

NAME: _____

Last **First** **Middle**

PRESENT ADDRESS: _____

Street **City & County**

_____

State **Zip Code** **Phone Number** **Social Security Number**

TYPE OF POSITION DESIRED

____ FULL-TIME ____ REGULAR PART-TIME _____ TEMPORARY/SEASONAL

TYPE OF POSITION: (LIST IN ORDER OF PREFERENCE).

_____

_____

GENERAL INFORMATION

1. ARE YOU A UNITED STATES CITIZEN: YES _____ NO _____

2. NUMBER OF YOUR CURRENT DRIVER'S LICENSE: _____
   IN WHAT STATE? _____

3. LIST ALL SPECIAL SKILLS, VOLUNTEER EXPERIENCE, PROFESSIONAL OR OCCUPATIONAL LICENSES.

_____

_____

_____

_____

4. LIST THREE PERSONS (OTHER THAN RELATIVES OR PAST EMPLOYERS) WHO HAVE KNOWLEDGE OF YOUR SKILLS AND/OR CHARACTER:

NAME **ADDRESS** **PHONE NO.**

_____

_____

_____

5. **EMPLOYMENT RECORD:** (LIST YOUR PRESENT OR MOST RECENT EMPLOYER FIRST. INCLUDE U.S. ARMED FORCES EXPERENCES).

EMPLOYER _____ **ADDRESS** _____
CITY _____ **STATE** _____ **PHONE:** _____
JOB TITLE: _____
NATURE OF DUTIES (EXPLAIN FULLY) _____
_____
_____
IMMEDIATE SUPERVISOR _____
REASONS FOR LEAVING _____
EMPLOYED
FROM: Month _____ Year _____ **TO:** Month _____ Year _____
MONTH/FULL-TIME PART-TIME (Circle one)
START SALARY_____ END SALARY _____

EMPLOYER _____ **ADDRESS** _____
CITY _____ **STATE** _____ **PHONE:** _____
JOB TITLE: _____
NATURE OF DUTIES (EXPLAIN FULLY) _____
_____
_____
IMMEDIATE SUPERVISOR _____
REASONS FOR LEAVING _____
EMPLOYED
FROM: Month _____ Year _____ **TO:** Month _____ Year _____
MONTH/FULL-TIME PART-TIME (Circle one)
START SALARY_____ END SALARY _____

EMPLOYER _____ **ADDRESS** _____
CITY _____ **STATE** _____ **PHONE:** _____
JOB TITLE: _____
NATURE OF DUTIES (EXPLAIN FULLY) _____
_____
_____
IMMEDIATE SUPERVISOR _____
REASONS FOR LEAVING _____
EMPLOYED
FROM: Month _____ Year _____ **TO:** Month _____ Year _____
MONTH/FULL-TIME PART-TIME (Circle one)
START SALARY_____ END SALARY _____

6. **EDUCATIONAL RECORD**
(GIVE YOUR COMPLETE EDUCATIONAL HISTORY.)

LAST HIGH SCHOOL ATTENDED: _____
ADDRESS: _____
DATES ATTENDED: FROM: _____ TO: _____
CIRCLE HIGHEST GRADE COMPLETED 9 10 11 12

POST HIGH SCHOOL (LIST COLLEGE, UNIVERSITY, TECHNICAL AND TRADE SCHOOL)
_____
DATES ATTENDED: FROM: _____ TO: _____
GRADE /CREDIT HOURS COMPLETED: _____
MAJOR/SUBJECTS: _____
DEGREE/CERTIFCATE/DIPLOMA AND YEAR RECEIVED
_____

7. HAVE YOU EVER BEEN CONVICTED OF A VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? YES _____ NO _____
IF YES, PLEASE EXPLAIN: _____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY WILLFUL OMISSION OF FACTS OR MISREPRESENTATION IS CAUSE FOR DISMISSAL. I GRANT PERMISSION FOR THE AUTHORITIES OF SAUNDERS COUNTY, NEBRASKA, TO INVESTIGATE MY WORK REFERENCES AND RELEASE THE ABOVE SAID FROM ANY LIABILITY RESULTING FROM SUCH INVESTIGATION. UPON MY TERMINATION, I AUTHORIZE THE RELEASE OF REFERENCE INFORMATION OF MY WORK. I AGREE TO A PRE-EMPLOYMENT PHYSICAL IF REQUIRED.

_____ _____
Signature of Applicant Date