

Scotts Bluff County

Equal Employment Opportunity Employer



Application for Employment

This application will be active for 45 days

Scotts Bluff County guarantees equal employment opportunity to applicants and employees without regard to race, color, religion, creed, gender, national origin, age, mental or physical disability, marital status, or any other prohibited basis of discrimination, as stated under Nebraska and Federal law.

FEDERAL LAW OBLIGATES SCOTTS BLUFF COUNTY TO PROVIDE REASONABLE ACCOMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO NOTIFY THE SCOTTS BLUFF COUNTY PERSONNEL OFFICE IF YOU NEED ACCOMMODATIONS TO COMPLETE THE APPLICATION PROCESS, OR TO PERFORM THE KEY ELEMENTS OF THE POSITION THAT YOU ARE APPLYING FOR.

Last name	First Name	Middle Name
Address	Number	Street
		City
State		Zip
Telephone Number(s): Home: () ----- Work: () ----		Social Security Number

Type of work desired (CHECK ALL THAT APPLY):

Full-Time Part-Time Regular Temporary

POSITION(S) APPLYING FOR: _____

Have you ever been employed by Scotts Bluff County before? Yes No

If yes, give details: _____

How did you learn about this job opening? _____

Are you legally able to be employed in the United States? Yes No

If hired, you will be required to submit documentation to establish employment authorization and identity in accordance with the Immigration Reform and Control Act of 1986. Please be prepared to provide this information upon request.

Have you ever been convicted of a violation other than a minor traffic violation? Yes No

If Yes, please explain: _____

On what date would you be available for work? _____/_____/_____

EMPLOYMENT EXPERIENCE

List your past work experience starting with your current or most recent job. Include any job-related military service assignments, and volunteer activities, please be complete. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status. Your employment history may be verified, by checking with previous employers unless you request otherwise. If you need more space, attach a separate piece of paper.

1.	Employer	Dates Employed From To		Position Title
	Address			
	Telephone Number(s)		Hourly Rate/Salary	Specific Duties:
	Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	Supervisor	From To	
	Reason for Leaving			
2.	Employer	Dates Employed From To		Position Title
	Address			
	Telephone Number(s)		Hourly Rate/Salary	Specific Duties:
	Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	Supervisor	From To	
	Reason for Leaving			
3.	Employer	Dates Employed From To		Position Title
	Address			
	Telephone Number(s)		Hourly Rate/Salary	Specific Duties:
	Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	Supervisor	From To	
	Reason for Leaving			
4.	Employer	Dates Employed From To		Position Title
	Address			
	Telephone Number(s)		Hourly Rate/Salary	Specific Duties:
	Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	Supervisor	From To	
	Reason for Leaving			

Education/Skills

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
Elementary School				<input type="checkbox"/> Yes <input type="checkbox"/> No
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Undergraduate College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate Professional				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other (Specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No

Indicate any foreign languages you can speak, read, and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Have you been trained or had course work in any of the following skills? (check all that apply)

Typing Word Processing Data Entry Basic Computers

Short Hand/Speedwriting Dictation Equipment Calculator/Adding Machine

Please list any additional equipment you can operate, any certifications or licenses you possess, and any additional skills that you feel would be beneficial to the position for which you are applying.

REFERENCES

1. _____ (____) _____
Name Phone #

Address

2. _____ (____) _____
Name Phone #

Address

3. _____ (____) _____
Name Phone #

Address

4. _____ (____) _____
Name Phone #

Address

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ Date ____/____/____
(Use Ink)

NOTE: UNSIGNED APPLICATIONS WILL BE DISREGARDED

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Interviewer _____ Date ____/____/____

Employed Yes No Date of Employment: ____/____/____

Job Title _____ Hourly Rate/
Salary _____ Department _____

Range _____ Step _____

OFFER OF EMPLOYMENT GIVEN BY:

Name and Title _____ Date ____/____/____

NOTES

In order for this application to be accepted it

MUST be accompanied by a RESUME

and a COVER LETTER