

Application Information

APPLICATION FOR EMPLOYMENT

We are happy to see that you are interested in employment with the City of Crete. Please complete the below application to be considered. All information contained or connected to this application will be considered personal and confidential and will only be used for this application process. You are encouraged to supply a resume or other additional information to assist us in evaluating your qualifications.

Position you are applying for:			
1 ostion you are applying for.			
Employment type: (check one) Permanent	Temporary _	Part-time	Seasonal
Desired Salary or Hourly Wage: \$	Date available	for work:	
Days and Information			
Personal Information			
Name:			
(Last) (First)	(M.I.)		
Permanent Address:			
(Street)	(City)	(State)	(Zip Code)
Home Phone Number:	Cell Phone Number:		
Email address:			
Do you have a valid driver's license? (check one)	Yes No		
Are you eligible for employment in the U.S.? (chec	No		
How did you hear about this position? (Newspape	r, agency, employee, ot	her)	

Personal References (please list 3 references, other than family, below)

Name	(Phone) (Relationship to Applicant)		
Name	(Phone)		(Relationship to Applicant)
Name	(Phone)		(Relationship to Applicant)
Educational Information			
Highest Educational Level Comple	eted:		
Name and Address of last High So	chool:		
If not a high school graduate, have	you passed the GED	: (check one) Ye	es No N/A
College, University, Technical, or	Frade Education:		
(Name and Address of School)	(# of Credits)	(Degree)	(Major)
(Name and Address of School)	(# of Credits)	(Degree)	(Major)
Please list any skills or knowledge courses, licenses, CDL, certificate	•	•	•

Employment History

Please start with your present or last job and work back. Include full or part-time, military, summer jobs, etc.

Job Title			Employer Name & Phone Number			
Start Date	End Date	Reason for Leaving				
Summarize Duties	& responsibilities:					
May we contact th	is employer?	Yes	No			
	Job Title		Employer Name & Phone Number			
Start Date	End Date	Reason for Leaving				
Summarize Duties	& responsibilities:					
May we contact th	is employer?	Yes	es No			
	Job Title		Employer Name & Phone Number			
Start Date	End Date		Reason for Leaving			
Summarize Duties	& responsibilities:					
May we contact th	is employer?	Yes	No			

Why are you interested in this position with the City of Crete?
Military Service Record
Have you ever served in the Armed Forces? Yes No
If yes, which status and branch?
Dates of Service (if applicable):
Reference Check Data
Is any additional informational relative to change of name, use of an assumed name or nick-name necessary to enable a check on your educational record or previous employment record? (check one) Yes No
If yes, please list:
Employees hired are subject to satisfactory completion of a probationary period and employment physical (if required for position) before obtaining permanent status.
If offered a position, I authorize the City of Crete to conduct a criminal record check to determine any criminal record and an employment history check to verify the information contained in this application. I agree to sign any and all documents that may be necessary for said criminal records check.
I hereby certify that all answers to the above questions are true and I agree and understand that any false statements contained in this application may cause rejection of this application or termination of employment.
Signature Date

Please return completed application to:

City of Crete
ATTN: Human Resources
243 E 13th St.
Crete, NE 68333

The City of Crete is an Equal Opportunity Employer of Minorities/Women/Veterans/Disabled