



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

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Name (Phone) (Relationship to Applicant)

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**Educational Information**

Highest Educational Level Completed: \_\_\_\_\_

Name and Address of last High School: \_\_\_\_\_

If not a high school graduate, have you passed the GED: (check one) Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

College, University, Technical, or Trade Education:

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(Name and Address of School) (# of Credits) (Degree) (Major)

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(Name and Address of School) (# of Credits) (Degree) (Major)

Please list any skills or knowledge you possess that might relate to this position. Examples include courses, licenses, CDL, certificates, computer programs, languages, etc.

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## 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 this employer?      Yes ____      No ____		

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Start Date	End Date	Reason for Leaving
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**Why are you interested in this position with the City of Crete?**

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***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