

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.

Application Information

Position you are applyi	ng for:				
Employment type: (che	eck one)Permanen	tTemporary _	Part-time	Seasonal	
Desired Salary or Hourly Wage: \$		Date available	o for work:		
Personal Informa	ation				
Name:					
(Last)	(First)	(M.I.)			
Permanent Address:					
	(Street)		(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.? (check one) Yes No					
How did you hear about this position? (Newspaper, agency, employee, other)					

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

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

Name	(Phone)	(Relationship to Applicant)			
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Name	(Phone)		(Relationship to Applicant)		
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	s No N/A		
College, University, Technical, or Trade 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 you possess that might relate to this position. Examples include courses, licenses, CDL, certificates, computer programs, languages, etc.					

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	Summarize Duties & responsibilities:						
May we contact this employer? Yes			No				
Job Title			Employer Name & Phone Number				
Start Date							
Summarize Duties	& responsibilities:						
May we contact this employer? Yes		Yes	No				
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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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

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