

CITY OF STANTON
800 11th Street, P.O. Box 747
Stanton, NE 68779
Phone 402.439.2119 - Fax 402.439.2116
Email: cityofstanton@stanton.net

EMPLOYMENT APPLICATION
AN EQUAL OPPORTUNITY EMPLOYER

We are happy to see that you are interested in employment with the City of Stanton. 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 applied for: _____

Desired salary or hourly wage: \$ _____ Date available for work: _____

Full time _____ Part time _____ Seasonal _____ Temporary _____

PERSONAL INFORMATION

Name: _____

(As it appears on Social Security Card / Work Permit Card)

Street Address: _____

Mailing Address: _____

Phone Number(s) Home: (_____) _____ Mobile: (_____) _____

Are you at least 18 years old? Yes No Do you have a valid driver's license: Yes No

Are you eligible for employment in the United States? Yes No

PERSONAL REFERENCES (please list 2 references, other than family, below)

Name: _____ Name: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Daytime Phone: _____ Daytime Phone: _____

State names of relatives working for us _____

Have you ever been employed by this organization? Yes No

When: _____ Department: _____

Supervisor: _____ Reason for leaving: _____

EDUCATION / SKILLS

Education Level	Name, City, State	Years Completed (Circle One)	Graduated	Degree	
High School					
Community or Junior College					
Business or Trade School					
College or University					
Graduate School					

Computer Software Skills:

Computer Software	Name of Software	Your Proficiency With The Software
Word Processing		
Spreadsheet		
Database		
Other		

Licenses / Certifications / Organizations / Military Service / Job Related Training:

Name	Description

Why are you interested in this position with the City of Stanton?

EMPLOYMENT HISTORY

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

From (Month / Year): _____ To (Month / Year): _____
Employer: _____ Position: _____
Address: _____ Phone: (____) _____
Type of Business: _____ Reason for Leaving: _____
Brief Description of your Duties & Responsibilities: _____

From (Month / Year): _____ To (Month / Year): _____
Employer: _____ Position: _____
Address: _____ Phone: (____) _____
Type of Business: _____ Reason for Leaving: _____
Brief Description of your Duties & Responsibilities: _____

From (Month / Year): _____ To (Month / Year): _____
Employer: _____ Position: _____
Address: _____ Phone: (____) _____
Type of Business: _____ Reason for Leaving: _____
Brief Description of your Duties & Responsibilities: _____

From (Month / Year): _____ To (Month / Year): _____
Employer: _____ Position: _____
Address: _____ Phone: (____) _____
Type of Business: _____ Reason for Leaving: _____
Brief Description of your Duties & Responsibilities: _____

From (Month / Year): _____ To (Month / Year): _____
Employer: _____ Position: _____
Address: _____ Phone: (____) _____
Type of Business: _____ Reason for Leaving: _____
Brief Description of your Duties & Responsibilities: _____

REFERENCE CHECK DATA

Is any additional information 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? 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 employment status.

If offered a position, I authorize the City of Stanton to verify the information contained in this application.

I Hereby Authorize you to Contact: My Present Employer(s): Yes No

My Past Employers: Yes No

A criminal history check will be conducted if you are found to meet the minimum employment qualifications for the position you are applying for. A conviction will not automatically disqualify you from consideration. We will consider the nature of the offense in relation to the job for which you are applying. We will also consider your record since the offense was committed. 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.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Unless otherwise defined by applicable law, employees of the City of Stanton serve in an "at will" capacity and can be discharged either with or without cause. Applications are required for each vacant position, including those with the same title; and applications submitted for the general file and not for specific position will be kept on active file for six (6) months and can be activated by me when I want to be considered for one (1) specific position by contacting the City Clerk's Office during the open recruitment period, unless specifically waived in writing. THIS FORM IS FOR APPLICATION PURPOSES ONLY AND IS NOT A CONTRACT FOR EMPLOYMENT. This application must be signed and dated for consideration of employment.

Signature

Date

Please return completed application to:

City of Stanton
800 11th Street
PO Box 747
Stanton, NE 68779