



# CITY OF CRETE APPLICATION FOR EMPLOYMENT

Please return to:

HR Department  
City of Crete  
243 East 13th Street  
Crete NE 68333-0086

Date: \_\_\_\_\_

The City of Crete welcomes you as an applicant for employment with the City of Crete. Your application will be considered with others in competition for the position in which you are interested. The City of Crete is an equal opportunity employer.

**INSTRUCTIONS:** All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the City of Crete. Please furnish us with complete information as outlined in this application. You are encouraged to attach any additional information or personal resume which would assist us in evaluating your qualifications. **PLEASE USE A TYPEWRITER OR PRINT IN INK.**

Title or kind of work applied for:  A) _____  B) _____		Min. Salary: \$ _____ Per _____
	Check One: Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/>	Date Available: _____

**PERSONAL INFORMATION**

Last Name	First Name	Middle Initial	Soc. Sec. # (Last 4 only) XXX-XX-
Present Permanent Address		City	State      Zip Code
Home Telephone Number		Drivers License Number - State - Class	
Are you legally eligible for employment in the USA?		Email address	
Person to be notified in case of emergency			
Name	Address		Telephone Number
Any physical limitations? Yes _____ No _____		If so, please explain	
REFERRED BY: (Newspaper, agency, employee, other)			

**PERSONAL REFERENCES (no former employers or relatives)**

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>



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### EDUCATIONAL INFORMATION

Circle Highest Grade Completed	Elementary 1 2 3 4 5 6 7 8	High School 9 10 11 12	College 1 2 3 4	Post Grad 1 2 MA PhD
Name and Address of last High School		Passed GED? Yes _____ No _____ N/A _____		
Type of School	Name and Mailing Address of School	Number of Credits	Degree	Major
College/ University				
College/ University				
Graduate School				
Technical/ Trade				
Technical/ Trade				
Other				
LIST ANY CORRESPONDENCE COURSES, SPECIAL COURSES, SEMINARS, WORK-SHOPS, TRAINING SESSIONS, ETC., THAT MIGHT RELATE TO THIS POSITION. ALSO LIST ANY LICENSES OR CERTIFICATES RELATING TO POSITION.				

### EMPLOYMENT HISTORY

Start with your present or last job and work back. Include all full or part-time , military, summer jobs, etc. Attach additional sheets if necessary. (Addresses must be complete)		
May we contact your present supervisor? Yes _____ No _____		
Note: We may contact any other previous supervisors to verify your job descriptions.		
Starting Date	Ending Date	Name and Address of Employer
Starting Salary	Ending Salary	Name, title and telephone number of immediate supervisor
Reason for leaving or wanting to leave		
Description of duties and responsibilities:		



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Starting Date	Ending Date	Name and Address of Employer
Starting Salary	Ending Salary	Name, title and telephone number of immediate supervisor
Reason for leaving or wanting to leave		
Description of duties and responsibilities:		
Starting Date	Ending Date	Name and Address of Employer
Starting Salary	Ending Salary	Name, title and telephone number of immediate supervisor
Reason for leaving or wanting to leave		
Description of duties and responsibilities:		

**MILITARY SERVICE RECORD**

Were you in the US Armed Forces?	Yes _____	No _____
If yes, which branch?		
List relevant skills acquired during military services:	Rank: _____	
Are you a member of the National Guard?	Yes _____	No _____
Are you a member of the Armed Forces Reserve Program?	Yes _____	No _____
If yes present commitment to date: _____		

**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 explain. _____



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EMPLOYEES HIRED ARE SUBJECT TO SATISFACTORY COMPLETION OF PROBATIONARY PERIOD AND EMPLOYMENT PHYSICAL (IF REQUIRED FOR POSITION) BEFORE OBTAINING PERMANENT STATUS.

IF OFFERED A JOB, I AGREE TO SUBMIT A FULL SET OF MY FINGERPRINTS, AUTHORIZE THE CITY OF CRETE TO FORWARD THE FINGERPRINTS FOR IDENTIFICATION, AUTHORIZE THE CITY OF CRETE TO CONDUCT A CRIMINAL RECORDS CHECK TO DETERMINE ANY CRIMINAL RECORD THAT I MAY HAVE AND TO VERIFY THE INFORMATION CONTAINED IN THIS APPLICATION. I AGREE TO SIGN ANY AND ALL DOCUMENTS THAT MAY BE NECESSARY FOR SAID FINGERPRINT SUBMISSION AND/OR 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.

UPON THE SIGNING OF THIS DOCUMENT, I AUTHORIZE THE CITY OF CRETE TO VERIFY ANY OF THE INFORMATION CONCERNING MY EMPLOYMENT, EDUCATION OR CREDIT HISTORY WITH THE APPROPRIATE INDIVIDUALS, COMPANIES, INSTITUTIONS OR AGENCIES, AND I AUTHORIZE THEM TO RELEASE SUCH INFORMATION AS THE CITY MAY REQUIRE, INCLUDING MY PRIOR DISCIPLINARY EMPLOYMENT RECORD, WITHOUT ANY OBLIGATION TO GIVE ME WRITTEN NOTICE OF SUCH DISCLOSURE. I HEREBY RELEASE THE CITY OF CRETE AND THE APPROPRIATE INDIVIDUALS, COMPANIES, INSTITUTIONS OR AGENCIES FROM ANY LIABILITY WHATSOEVER AS A RESULT OF ANY SUCH INQUIRIES AND DISCLOSURES. I AGREE THAT ANY FALSE INFORMATION IN SUPPORT OF MY APPLICATION MAY SUBJECT ME TO DISCHARGE AT ANY TIME DURING THE PERIOD OF MY EMPLOYMENT. IF HIRED, I AGREE I WILL SERVE AT THE WILL OF THE CITY, AND I AGREE THAT I SHALL BE BOUND BY THE RULES, POLICIES, REGULATIONS AND TERMS AND CONDITIONS OF EMPLOYMENT OF THE CITY AS THEY ARE FROM TIME TO TIME CHANGED WITH OR WITHOUT NOTICE TO ME. I AGREE THAT EITHER PARTY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP, WITH OR WITHOUT CAUSE, AT ANY TIME FOR ANY REASON.

\_\_\_\_\_  
Signature Date

### APPLICANT - DO NOT WRITE ON THIS PAGE

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Interviewer's Use

Interviewer	Date	Comments

#### Reference Checks

Reference Contacted	Result of Contact