



## 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 applying for: \_\_\_\_\_

Employment type: (check one) ☐ Permanent ☐ Temporary ☐ Part-time ☐ Seasonal

Desired Salary or Hourly Wage: \$ \_\_\_\_\_ Date available for work: \_\_\_\_\_

### ***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.? (check one) Yes ☐ No ☐

How did you hear about this position? (Newspaper, agency, employee, other) \_\_\_\_\_

***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 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:

|                              |                |          |         |
|------------------------------|----------------|----------|---------|
| (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.

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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 <input type="checkbox"/> No <input type="checkbox"/> |          |                              |

|                                                                                             |          |                              |
|---------------------------------------------------------------------------------------------|----------|------------------------------|
| Job Title                                                                                   |          | Employer Name & Phone Number |
| Start Date                                                                                  | End Date | Reason for Leaving           |
| Summarize Duties & responsibilities:                                                        |          |                              |
| May we contact this employer?      Yes <input type="checkbox"/> No <input type="checkbox"/> |          |                              |

|                                                                                             |          |                              |
|---------------------------------------------------------------------------------------------|----------|------------------------------|
| Job Title                                                                                   |          | Employer Name & Phone Number |
| Start Date                                                                                  | End Date | Reason for Leaving           |
| Summarize Duties & responsibilities:                                                        |          |                              |
| May we contact this employer?      Yes <input type="checkbox"/> No <input type="checkbox"/> |          |                              |

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

**Or email to:** jobs@crete.ne.gov

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