

APPLICATION FOR EMPLOYMENT

**Board of Public Works
1600 O Street, Auburn, NE
An Equal Opportunity Employer**

Instructions: Please print all information and complete every part of this application. If there is a question which does not apply to you, mark "N/A." Do not leave any question unanswered. Any false, misleading, or incomplete responses may result in disqualification for hire or immediate dismissal from employment. You may add another page if necessary.

Position(s) applying for (1) _____ (2) _____

Today's date: _____ Date you can start: _____

How did you learn about this job? _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Home Address: _____
City State Zip Code

Home Phone: (____) _____ Other Phone: (____) _____

Are you available: Full-time Part-time Temporary Please describe any work schedule limitations: _____

Have you applied for a job with us before? No Yes (If yes, state date): _____

Have you been employed by us before? No Yes (If yes, state date and jobs): _____

Do you have relatives employed by us? No Yes, the following relatives: _____

Have you ever been convicted of a felony, or of any crime relating to theft or dishonesty, or involving acts of violence?

No Yes, as follows: _____

Note: A conviction record will not necessarily disqualify an applicant from employment. The circumstances of the conviction will be considered in relation to the nature and duties of the job applied for.

Are you a citizen of the United States, or specifically authorized to be employed in the United States? Yes No

Note: The law requires that you provide evidence and a sworn statement of your citizenship or work authorization if you are hired. Any offer of employment which you receive is contingent upon your providing the documentation and statement which we will request from you.

PRIOR EMPLOYMENT

List your last three places of employment, beginning with the most recent (you may omit dates for jobs held more than five years ago).
May we contact your current employer? Yes No

1. Employer name/address/phone _____

Job Title _____ Duties _____

Dates employed _____ to _____ Salary \$ _____

Reason for leaving _____

2. Employer name/address/phone _____

Job Title _____ Duties _____

Dates employed _____ to _____ Salary \$ _____

Reason for leaving _____

3. Employer name/address/phone _____

Job Title _____ Duties _____

Dates employed _____ to _____ Salary \$ _____

Reason for leaving _____

EDUCATION AND TRAINING

Name and location of high school _____

Graduated? Yes No

Please list technical or trade school, college, and post-graduate education, if any:

School/College	Level Completed	Degree	Major Subjects
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OTHER SKILLS

Describe any computer, tool, equipment or office machine skills and proficiency level:

Describe any other special skills or qualifications which may help you in the position applied for:

List all licenses or certificates held, including state, license or certificate type, date issued, and license or certificate number:

List any relevant professional or business organizations to which you belong (Optional):

VETERAN STATUS

If you are a veteran of the armed forces of the United States, please provide the following information:

Military Branch: _____ Dates of Service: _____

Discharge Date: _____ Honorable Discharge? Yes No

Note: A less than honorable discharge will not automatically disqualify you from employment.

REFERENCES

Please list three personal references, other than prior employers or relatives, whom we can contact.

- 1. Name _____ Phone (____) _____
How long known? _____ Occupation _____
- 2. Name _____ Phone (____) _____
How long known? _____ Occupation _____
- 3. Name _____ Phone (____) _____
How long known? _____ Occupation _____

**Board of Public Works
City of Auburn**

Name of Applicant

By signing below, I certify that the answers and information set out above are true, accurate and complete to the best of my knowledge. I acknowledge that if any answer or information is not true, accurate or complete, I may not be hired, or if hired, I may be discharged. I authorize the Board of Public Works to investigate all statements contained in this application for employment and to investigate my character and qualifications. I authorize my prior employers, references, and others with information regarding my work or educational history or my character, to provide the Board of Public Works with all requested information and references, and to cooperate fully with the investigation of my character and qualifications.

I give permission to all current or previous employers and/or managers to discuss my personal and employment history with Board of Public Works, consent to the release of such information, and release them from all liability and all claims based upon any statements or information they provide.

I understand that this application is not a contract of employment. I also acknowledge that no oral representations have been made, and that no one within the Board of Public Works has the authority to make oral contracts of employment. If hired, my employment relationship with the Board of Public Works is terminable at-will, with or without cause, by either myself or the Board of Public Works.

I also understand that any offer of employment may be conditional upon my passing a post-offer physical examination or my ability to perform the essential job functions, with or without accommodation, and drug/alcohol test administered by a health care professional selected by Board of Public Works, to which I hereby consent.

I understand and agree to all of the conditions and statements set forth above, and throughout this application.

Applicant's Signature

Date