



# 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)

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 US? (check one) Yes  No

Referred by: (Newspaper, agency, employee, other) \_\_\_\_\_

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

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(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: \_\_\_\_\_

Have you passed the GED? (check one) Yes \_\_\_ No \_\_\_ N/A \_\_\_

College, University, Technical, or Trade Education:

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(Name and Address of School) (# of Credits) (Degree) (Major)

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(Name and Address of School) (# of Credits) (Degree) (Major)

Please list any correspondence courses, special courses, seminars, workshops, training sessions, etc., that might relate to this position. You may also list any licenses or certificates relating to this position.

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**Employment History**

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

Job Title			Employer Name & Phone Number
Start Date	End Date	Ending Salary	Reason for leaving
Summarize duties & responsibilities:			

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

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**Military Service Record**

Were you in the US Armed Forces? (check one)      Yes \_\_\_ No \_\_\_

If yes, which branch? \_\_\_\_\_

Are you a member of the National Guard? (check one)    Yes \_\_\_ No \_\_\_

Are you a member of the Armed Forces Reserve Program? (check one)    Yes \_\_\_ No \_\_\_

If yes, present commitment to date: \_\_\_\_\_

**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 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 13<sup>th</sup> St.  
Crete, NE 68333