

APPLICATION FOR EMPLOYMENT

CITY OF RALSTON
5500 South 77th Street
Ralston, NE 68127
(402) 331-6677



THE CITY TESTS FOR DRUG AND ALCOHOL USE

It is the policy of the City of Ralston to provide equal employment opportunity for our employees and applicants without regard to race, color, religion, sex, age, national origin, marital status or disability.

PLEASE PRINT:

Position(s) applied for: _____ Date: _____

NAME _____
FIRST MIDDLE LAST

Address _____
STREET CITY STATE ZIP

Telephone # () _____ Work # () _____ Other phone # () _____

Email _____ Social Security # _____

Driver's License # _____
STATE NUMBER EXPIRATION DATE

If necessary, best time to call at home..... AM PM

Can you be contacted at work..... YES NO..... best time to call _____ AM PM

If you are under 18 years of age and it is required, can you furnish a work permit?..... YES NO

If no, please explain _____

Have you ever been employed with the City of Ralston before?..... YES NO..... If yes, please list dates..... From _____ To _____

Do you have any relatives currently employed by the City of Ralston?..... YES NO

If yes, please state name and relationship _____

Are you legally eligible for employment in this country? YES NO

When are you available for work? / /

Is there any other name we should be aware of in order to adequately check your employment or educational history?..... YES NO

If yes, please state name _____

Type of employment desired: Full-Time Part-Time Temporary Seasonal Intern

Are you able to meet the attendance requirements of the position?..... YES NO

Will you work overtime if required?..... YES NO

Have you ever plead "guilty" or "no contest" to, or been convicted of a crime? (Please include traffic offenses)..... YES NO

If yes, please explain _____

*Answering yes to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

EDUCATIONAL BACKGROUND:

Circle the highest year of school attended: 9 10 11 12 13 14 15 16 17 18+

Circle the highest degree attained: JR. HI GED HS AA BA MA

	School Name and Location	Semester/Qtr. Hours Credit	Degrees Attained	Subjects Studied
High School/ GED				
Under- Graduate				
Graduate				
Other				

EMPLOYMENT HISTORY:

Starting with your recent employer, provide the following information:

Employer: _____

Address: _____ Phone # _____

Dates Employed: _____ Ending Salary: _____

Starting job title _____ Final job title: _____

Supervisor's Name and Title: _____

Description of Duties: _____

Reason for leaving: _____

May we contact this employer: YES _____ NO _____

Employer: _____

Address: _____ Phone # _____

Dates Employed: _____ Ending Salary: _____

Starting job title _____ Final job title: _____

Supervisor's Name and Title: _____

Description of Duties: _____

Reason for leaving: _____

May we contact this employer: YES _____ NO _____

Employer: _____
Address: _____ Phone # _____
Dates Employed: _____ Ending Salary: _____
Starting job title _____ Final job title: _____
Supervisor's Name and Title: _____
Description of Duties: _____
Reason for leaving: _____
May we contact this employer: YES _____ NO _____

Comments Including explanation of any breaks in employment _____

Skills and Qualifications Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. Please indicate the computer software you are familiar with.

- Word Excel MS Office Power Point Internet Typing/Data Entry

REFERENCES:

Please list three business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three school or personal references who are NOT related to you.

Name: _____
Relationship to candidate: _____ Title: _____
Phone Number: _____ Years known: _____

Name: _____
Relationship to candidate: _____ Title: _____
Phone Number: _____ Years known: _____

Name: _____
Relationship to candidate: _____ Title: _____
Phone Number: _____ Years known: _____

List any additional information you would like us to consider:

I certify that all information I have provided in order to apply for and secure work with the City of Ralston is true, complete and correct.

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the City of Ralston's service, whenever it is discovered. I give the City of Ralston the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application, resume or job interview. I hereby release from liability the City of Ralston and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

I understand that the City of Ralston may conduct pre-employment physicals (which may include a drug screen), psychological exams and background investigations depending upon the position being applied for.

If I am hired, I understand that this application does not constitute an agreement or contract for employment for any specified period of time. I understand that I am free to resign at any time, with or without cause and without prior notice, and the City of Ralston reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law.

I understand that this application remains current for only one (1) year. At the conclusion of that time, if I have not heard from the City of Ralston and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

I understand it is the City of Ralston's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. The City of Ralston does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ **Date** ____ / ____ / ____