



Dawes County
Equal Employment Opportunity Employer

Application for Employment

This application will be active for 6 months

Any applicant wishing to be considered for employment beyond this time period will need to complete a new application.

Dawes County guarantees equal employment opportunity to applicants and employees without regard to race, color, religion, creed, gender, national origin, age, mental or physical disability, marital status, or any other prohibited basis of discrimination, as stated under Nebraska and Federal law. Federal law obligates Dawes County to provide reasonable accommodation to the known disabilities of Applicants and employees, unless to do so would pose an undue hardship. Please feel free to notify the Dawes County Human Resources Office if you need accommodation to complete the application process, or to perform the key elements of the position that you are applying for.

Last Name:		First Name:		Middle Name/Initial:
Physical/Street Address:		Mailing Address:		
City:			State:	Zip:
Cell Phone #:	Home/Other Phone #:	Email:		

Type of work desired: (check all that apply) Full-Time _____ Part-Time _____ Seasonal _____ Temporary _____

Position(s) Applying For: _____

How did you learn about this job opening? _____

If online; list site(s): _____

On what date would you be available for work? _____

Have you previously been employed by Dawes County or any affiliated Dawes County Office? Yes ___ No ___

If yes, give details: (When/Position) _____

Are you at least 21 years of age? Yes ___ No ___ If no, are you at least 18 years of age? Yes ___ No ___

Do you have a valid Driver's License? Yes ___ No ___ If yes, State Issued by: _____ Exp. _____

Do you have any relatives employed by Dawes County? Yes _____ No _____

If so, please state names(s), relationship(s), and department(s): _____

Are you legally entitled to be employed in the United States? Yes _____ No _____

If hired, you will be required to submit documentation to establish employment authorization and identity in accordance with the Immigration Reform and Control Act of 1986. E-Verify is used in this authorization process. Please be prepared to provide this information upon request.

Are you claiming Veteran's Preference? Yes _____ No _____

To be eligible to claim Veteran's Preference under the provisions of Section §48-225 through §48-231 of the Nebraska Statutes, you must furnish a copy of honorable discharge (Form DD214) at the time of filing this application. A spouse of a veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran. Veteran's preference applies when a qualified candidate obtains passing scores on all parts of all examination/interviews.

Employment Experience

Provide a complete record of all/past four (4) employments or for past 10 years.

List your past work experience starting with your current or most recent job. Include any job-related military service assignments, and volunteer activities. **Please be complete.** You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status. Your employment may be verified by checking with previous employers unless you request otherwise.

CURRENT/MOST RECENT EMPLOYER

Employer: _____ Telephone Number: _____

Address: _____ Starting Pay: _____ Ending Pay: _____

City: _____ State: _____ Zip: _____

Supervisor: _____ Employment Dates: _____ to _____

Your Job Title: _____ Part-Time: _____ Full-Time: _____

Your Key Duties:

- _____
- _____
- _____
- _____
- _____

Reason for Leaving: _____

Dawes County May _____ or May Not _____ contact my current employer prior to hiring

Employer: _____ Telephone Number: _____

Address: _____ Starting Pay: _____ Ending Pay: _____

City: _____ State: _____ Zip: _____

Supervisor: _____ Employment Dates: _____ to _____

Your Job Title: _____ Part-Time: _____ Full-Time: _____

Your Key Duties:

- _____
- _____
- _____
- _____
- _____

Reason for Leaving: _____

Employment Experience Cont.

Provide a complete record of all employment for the past 10 years.

List your past work experience starting with your current or most recent job. Include any job-related military service assignments, and volunteer activities. **Please be complete.** You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status. Your employment may be verified by checking with previous employers unless you request otherwise.

Employer: _____ Telephone Number: _____

Address: _____ Starting Pay: _____ Ending Pay: _____

City: _____ State: _____ Zip: _____

Supervisor: _____ Employment Dates: _____ to _____

Your Job Title: _____ Part-Time: _____ Full-Time: _____

Your Key Duties:

- _____
- _____
- _____
- _____
- _____

Reason for Leaving: _____

Employer: _____ Telephone Number: _____

Address: _____ Starting Pay: _____ Ending Pay: _____

City: _____ State: _____ Zip: _____

Supervisor: _____ Employment Dates: _____ to _____

Your Job Title: _____ Part-Time: _____ Full-Time: _____

Your Key Duties:

- _____
- _____
- _____
- _____
- _____

Reason for Leaving: _____

Education/Skills Record

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Check Highest Grade Completed: 9 10 11 12 or GED **College:** 1 2 3 4 5 **Did you Graduate:** __Yes __No

Post- High School	Name of School	Major	Degree Type
College/University			
Graduate School			

List your Primary Language first in Language Spoken box; then list any second language you can speak, read, or write and fluency level for the second language, if any, that you can speak, read or write.			
Language Spoken: Primary:		Second Language, if any:	
INDICATE FLUENCY LEVEL For 2nd Language	Fluent	Good	Fair
Speak			
Read			
Write			

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

Typing Word Processing Data Entry Basic Computers
 Calculator/Adding Machine Shorthand/Speedwriting Other Skills and Trade Abilities (Write Below)

Please list any additional equipment you can operate, special knowledge, qualifications, any certifications or licenses you possess, and any additional skills that you feel would be beneficial to the position for which you are applying.

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	License Number		
Granted by	City and/or State		
Specialty	Licensed:	Active:	To:
	Yes _____ No _____	From:	

Personal/Professional References

Full Name:	Full Name:
Phone:	Phone:
Title or Occupation:	Title or Occupation:
# of Years Acquainted:	# of Years Acquainted:
Full Name:	Full Name:
Phone:	Phone:
Title or Occupation:	Title or Occupation:
# of Years Acquainted:	# of Years Acquainted:

APPLICANT’S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 6 months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I further acknowledge that my inactive application(s) will be retained for a period of two (2) years and becomes part of a talent database for future identification of individuals, such as myself, interested in being notified of other/additional employment opportunities within Dawes County.

Consent for Disclosure of Current or Former Employment Information: I hereby give consent to any and all prior employers and references of mine to provide information to Dawes County with regard to my employment with prior employers. I understand that this authorization expires six (6) months from the date signed. A facsimile copy or electronic version of this document shall be considered as effective and valid as the original.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability, all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation.

In the event of employment, I understand that false, omitted or misleading information given in my application or interview(s) may result in discharge, regardless of when discovered. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ **Date** _____

NOTE: UNSIGNED AND UNDATED APPLICATIONS WILL BE DISREGARDED

This application must be FULLY completed to be eligible for review.

To submit application and any supplemental materials (cover letter, resume, etc.):

Mail to; Email; or Deliver in Person:

Attn: Dawes County Human Resources Office
250 Main Street, Suite 13
Chadron, NE 69337

Email: humanresources@dawescounty.ne.gov

Phone: 308-432-8930

*Dawes County is an Equal Opportunity Employer, subject to Veterans Preferences and uses E-Verify for Eligibility Verification.
To request reasonable accommodations, contact: Dawes County Human Resources Office.*