

# Application For Employment



**We consider applicants for all jobs without regard to race, color, religion, gender, national origin, age, the presence of a non-job-related medical condition or disability or any other legally protected status. We will not refuse to hire a disabled applicant who is qualified to perform the essential functions of the job with reasonable accommodation. The City of Kearney conducts pre-employment drug tests.**

Job Applied For	Date of Application
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*(Please type or print in ink only)*

Last Name	First Name	Middle Initial
(Permanent) Mailing Address	<i>Number</i>	<i>Street</i>
	<i>City</i>	<i>State</i>
	<i>Zip Code</i>	
(Current) Mailing Address	<i>Number</i>	<i>Street</i>
	<i>City</i>	<i>State</i>
	<i>Zip Code</i>	
Telephone Numbers	<i>Permanent</i>	<i>Current</i>
	<i>Cell</i>	
Email Address		

**You must fully complete this application. In addition, you may include a resume or other related personal qualification information relevant to the job.**

Have you ever been employed with us before?  Yes  No

If yes, give date \_\_\_\_\_ What Department? \_\_\_\_\_

Are you age 18 or over?  Yes  No

May we contact your present employer?  Yes  No

Are you legally eligible to work in the United States?  
*Proof of citizenship or immigration status will be required upon hire.*  Yes  No

On what date would you be available for work? \_\_\_\_\_

Please complete the information directly below:

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_  Regular  CDL

List any relatives presently employed by the City of Kearney and state how you are related.

Are you willing to work overtime if required?  Yes  No

Are you willing to work different shifts if required?  Yes  No

Were you in the U.S. Armed Forces?  Yes  No

# Employment Experience

Start with your present or last job including any military service assignments and complete the below information fully. If you need additional space, please continue on a separate sheet of paper.

Employer		Dates Employed		Your Job Title and Major Duties
Address				
City State		Hourly Rate/Salary		
		Starting	Final	
Telephone Number	Your Supervisor			
Reason for Leaving				
Employer		Dates Employed		Your Job Title and Major Duties
Address				
City State		Hourly Rate/Salary		
		Starting	Final	
Telephone Number	Your Supervisor			
Reason for Leaving				
Employer		Dates Employed		Your Job Title and Major Duties
Address				
City State		Hourly Rate/Salary		
		Starting	Final	
Telephone Number	Your Supervisor			
Reason for Leaving				
Employer		Dates Employed		Your Job Title and Major Duties
Address				
City State		Hourly Rate/Salary		
		Starting	Final	
Telephone Number	Your Supervisor			
Reason for Leaving				

## Special Skills and Qualifications:

Summarize special job-related skills and qualifications acquired from employment, military, or other experience.

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# Education

	High School or GED				Undergraduate College/University				Graduate/Professional			
School Name and Location												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe Course of Study												
Describe any specialized training, apprenticeship, skills and extra-curricular activities												
Describe any honors you have received												

List any professional, trade, business, or civic activities and offices held.  
*You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability, or political affiliation, or other protected status.*

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# References

List three references who are neither related to you nor a former employer.

Name	Address (City, State, Zip)	Telephone No.	Years Known
<hr/>			
<hr/>			
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# Applicant's Statement

*I certify that answers given in this application are true and complete to the best of my knowledge. I authorize a complete background investigation including, but not limited to, all statements contained in this application for employment as may be necessary in arriving at an employment decision. If I am employed by the City based on this application, I understand that false, misleading or omitted information given in my application or interview(s) may result in discharge.*

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

# Equal Employment Opportunity Form

The City of Kearney has an equal opportunity/affirmative action policy. Knowledge of your race, gender, and age is necessary for monitoring the effectiveness of the program. Although you are not required to provide the information requested on this form, your cooperation is appreciated. This form is confidential and will be separated from your application immediately upon receipt.

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**INSTRUCTIONS:** Please place your numbered answer to each question in the space provided.

\_\_\_\_\_ A. What gender are you?                      1. Male                      2. Female

\_\_\_\_\_ B. Which Racial/Ethnic Group do you consider yourself a member?

1. AMERICAN INDIAN OR ALASKA NATIVE (Non Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
2. ASIAN (Non Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. BLACK OR AFRICAN AMERICAN (Non Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
4. WHITE (Non Hispanic or Latino) – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
5. HISPANIC or LATINO – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
6. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (Non Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

\_\_\_\_\_ C. TWO OR MORE RACES (Non Hispanic or Latino) – Persons who identify with two or more racial categories named above.

\_\_\_\_\_ D. How did you learn about this job?

- |   |                                   |
|---|-----------------------------------|
| 1. Job Notice (Posted on Dept/Div Bulletin Board) | 7. City of Kearney Website        |
| 2. From a present City employee                   | 8. School/University              |
| 3. As a Current City employee                     | 9. Professional Publication       |
| 4. Kearney Hub                                    | 10. Facebook                      |
| 5. Other Newspaper _____                          | 11. Other Social Media Site _____ |
| 6. Workforce Development                          | 12. Other _____                   |