

APPLICATION FOR EMPLOYMENT

Please type or print in ink only

The City of Seward is an Equal Opportunity Employer. We consider applicants for all jobs without regard to race, color, sex, pregnancy, national origin, marital status, disability, religion, age (40 years of age or older), or any other legally protected status. Applicants who need a reasonable accommodation to complete this application may contact the HR Director for assistance.

Position Applied For _____

Date of Application _____

Last Name				First Name		Middle Initial	
Present Address (Number and Street)			City	State	Zip		
Telephone Number(s): Home ()				Cell ()			
Email Address: _____							
You may attach a resume or other related personal qualification information relevant to the job.							
Have you ever been employed with us before?				_____ Yes		_____ No	
If yes, provide date(s) _____ to _____ and Department _____							
Are you under 18 years of age?				_____ Yes		_____ No	
If you are under the age of 18, you may need to supply the City a work permit or limit your hours to those permitted by law.							
May we contact your current employer?				_____ Yes		_____ No	
Can you, after being hired, verify your legal right to work in the United States?				_____ Yes		_____ No	
Specify days and hours for which you are available: _____							

Date available to start work? _____

If the job you are applying for requires a valid driver's license, please complete the information below:

Number _____ State _____ Regular _____ CDL _____

Do you have any relatives presently employed by the City of Seward? _____ Yes _____ No

If yes, give names, divisions and relationship: _____

Are you willing to work overtime if required? _____ Yes _____ No

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

IT IS THE POLICY OF THE CITY OF SEWARD TO CONDUCT A CRIMINAL HISTORY RECORD INFORMATION CHECK FOR ALL APPLICANTS AFTER THE CITY MAKES A DETERMINATION THAT THE APPLICANT IS QUALIFIED FOR EMPLOYMENT AND PRIOR TO THE APPLICANT'S FIRST DATE OF EMPLOYMENT WITH THE CITY. If selected as a final candidate, you will be required to disclose your criminal history or record. Any convictions are relevant only if job-related but will not necessarily bar you from employment. You will not be required to disclose any offense for which the record has been sealed. The City of Seward will not ask you to disclose the contents or details of any sealed records or that any sealed records exist.

EMPLOYMENT EXPERIENCE

**Start with your current or last job and complete the information below.
(Attach additional sheets if necessary)**

Employer Name	Address (Street, City, Zip)	Employed From	To
Job Title	Supervisor	Supervisor Phone No.	
Starting Wage	Ending Wage	Reason for Leaving	
Summarize nature of work performed			

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Job Title	Supervisor	Supervisor Phone No.	
Starting Wage	Ending Wage	Reason for Leaving	
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Employer Name	Address (Street, City, Zip)	Employed From	To
Job Title	Supervisor	Supervisor Phone No.	
Starting Wage	Ending Wage	Reason for Leaving	
Summarize nature of work performed			

Have you served in the United States Armed Forces? Yes No
 If yes, please give dates of military service: From _____ To _____
 Branch? _____
 Summarize nature of work performed: _____

If you are a Veteran or the spouse of a 100% disabled Veteran, you may be eligible for Veterans' Preference in the employment process. A Veteran desiring to use a Veterans' Preference shall submit with the application a copy of the Veteran's Department of Defense Form 214 (DD Form 214). A spouse of a Veteran desiring to use a Veterans' Preference shall submit with the application a copy of the Veteran's DD Form 214, a copy of the Veteran's disability verification from the U.S. Department of Veterans Affairs demonstrating a 100% permanent disability rating, a proof of marriage to the Veteran, i.e., a valid marriage license recognized by the State of Nebraska.

Are you claiming Veterans Preference? Yes No

If yes, a copy of your DD Form 214 must be attached to this application. Veterans who obtain passing scores on all parts or phases of an examination shall have five percent added to their passing score if a claim for such preference is made on the application. An additional five percent shall be added to the passing score of any disabled Veteran.

EDUCATIONAL BACKGROUND
(Attach additional sheets if necessary)

_____	9 _____ 10 _____ 11 _____ 12 _____	
High School Name and Location	(mark highest grade completed)	
Community College	School / Location	Course of Study
Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade School	School / Location	Course of Study
Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College / University	School / Location	Course of Study
Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Seminars / Other	Please describe	

SPECIAL SKILLS

Computer Skills (please explain your level of proficiency below):

Use the space below to summarize other relevant experience, skills, background, training and qualifications that you feel make you especially suited for work with the City of Seward.

REFERENCES

(List three individuals familiar with your work ability. Do not include relatives.)

Name	Address (Street, City, Zip)	Phone No.	Relationship to Person
Name	Address (Street, City, Zip)	Phone No.	Relationship to Person
Name	Address (Street, City, Zip)	Phone No.	Relationship to Person

APPLICANT'S STATEMENT

I certify that answers given in this application are true and complete to the best of my knowledge. I understand that false, misleading or omitted information given in my application or interview(s) may result in discharge.

Signature

Date

**JOB APPLICANT'S CONSENT
FOR JOB REFERENCE INFORMATION**

I, _____, hereby give consent to any and all
Applicant's Name Printed
prior employers of mine to provide information with regard to my employment with prior
employers to the City of Seward, Nebraska. Nebraska state law provides that a current
or former employer may disclose with immunity from civil liability the following
information about a current or former employee's employment history to a prospective
employer of the current or former employee upon receipt of written consent from the
current or former employee:

- (i) Date and duration of employment: _____.
- (ii) Pay rate and wage history on the date of receipt of written consent:
_____.
- (iii) Job description and duties: Attach copy of job description.
- (iv) The most recent written performance evaluation prepared prior to
the date of the request and provided to the employee during the
course of his or her employment: Attach copy of the performance
evaluation.
- (v) Attendance information: Attach copy of attendance record.
- (vi) Results of drug or alcohol test administered within one year prior to
the request: Attach copy of test results.
- (vii) Threats of violence, harassing acts, or threatening behavior related
to the workplace or directed at another employee:
_____.

(viii) Whether the employee was voluntarily or involuntarily separated from employment and the reasons for the separation:

_____.

(ix) Whether the employee is eligible for rehire:

_____.

Applicant's Signature

Date (consent valid for six months)

NEBRASKA REVISED STATUTES
CHAPTER 48. LABOR
ARTICLE 2. GENERAL PROVISIONS

48-201. Current or former employer; disclosure of information; immunity from civil liability; consent; form; period valid; applicability of section.

(1)(a) A current or former employer may disclose the following information about a current or former employee's employment history to a prospective employer of the current or former employee upon receipt of written consent from the current or former employee:

- (i) Date and duration of employment;
- (ii) Pay rate and wage history on the date of receipt of written consent;
- (iii) Job description and duties;
- (iv) The most recent written performance evaluation prepared prior to the date of the request and provided to the employee during the course of his or her employment;
- (v) Attendance information;
- (vi) Results of drug or alcohol tests administered within one year prior to the request;
- (vii) Threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee;
- (viii) Whether the employee was voluntarily or involuntarily separated from employment and the reasons for the separation; and
- (ix) Whether the employee is eligible for rehire.

(b) The current or former employer disclosing such information shall be presumed to be acting in good faith and shall be immune from civil liability for the disclosure or any consequences of such disclosure unless the presumption of good faith is rebutted upon a showing by a preponderance of the evidence that the information disclosed by the current or former employer was false, and the current or former employer had knowledge of its falsity or acted with malice or reckless disregard for the truth.

(2)(a) The consent required in subsection (1) of this section shall be on a separate form from the application form or, if included in the application form, shall be in bold letters and in larger typeface than the largest typeface in the text of the application form. The consent form shall state, at a minimum, language similar to the following:

I, (applicant), hereby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to (prospective employer).

- (b) The consent must be signed and dated by the applicant.
- (c) The consent will be valid for no longer than six months.

(3) This section shall also apply to any current or former employee, agent, or other representative of the current or former employer who is authorized to provide and who provides information in accordance with this section.

(4)(a) This section does not require any prospective employer to request employment history on a prospective employee and does not require any current or former employer to disclose employment history to any prospective employer.

(b) Except as specifically amended in this section, the common law of this state remains unchanged as it relates to providing employment information on current and former employees.

- (c) This section applies only to causes of action accruing on and after July 19, 2012.

(5) The immunity conferred by this section shall not apply when an employer discriminates or retaliates against an employee because the employee has exercised or is believed to have exercised any federal or state statutory right or undertaken any action encouraged by the public policy of this state.

Source:Laws 2012, LB959, § 1.

<input type="checkbox"/>	Asian	A person having origins in any of the peoples of Hawaii, Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
<input type="checkbox"/>	American Indian or Alaska Native	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.
<input type="checkbox"/>	Two or More Races (Not Hispanic or Latino)	All persons who identify with more than one of the five races listed above.

VETERAN STATUS – please check all that apply:

<input type="checkbox"/>	No Veteran Status	
<input type="checkbox"/>	Special Disabled Veteran	<p>(A) A veteran who is entitled to compensation (or who, but for receipt of military retired pay, would be entitled to compensation) under laws administered by the Dept. of Veteran Affairs for a disability rated at 10 or 20% in the case of a veteran who has been determined to have a serious employment disability OR</p> <p>(B) A person who was discharged or released from active duty because of a service-connected disability.</p>
<input type="checkbox"/>	Vietnam	<p>A person who:</p> <p>(A) Served on active duty for a period of time more than 180 days, any part of which occurred between 8/10/64 and 5/07/75 and was discharged or released with other than a dishonorable discharge OR</p> <p>(B) Was discharged or released from active duty for a service connected disability if any part of such active duty was performed between 8/10/64 and 5/07/75 OR</p>

(C) Served on active duty for more than 180 days and served in the Republic of Vietnam between 2/28/61 and 5/07/75.

_____ Other Protected Veteran

A veteran in one of the following groups:

(A) Veterans who served in a "war";

(B) Veterans whose service in a campaign or expedition for which a campaign badge has been authorized or an expeditionary medal has been awarded.