VILLAGE OF HEMINGFORD APPLICATION FOR EMPLOYMENT

700 BOX BUTTE AVE

PO BOX 395

HEMINGFORD, NE 69348-0395

308-487-3465

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date_____

Name _____
Last **First** **Middle** **Maiden**

Present Address _____
Number **Street** **City** **State** **Zip**

Telephone (____)_____

E-mail _____

EMPLOYMENT DESIRED

Position(s) applied for _____

Employment desired ☐ **FULL-TIME ONLY** ☐ **PART-TIME ONLY**

When are you available to start work?

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL & LOCATION	QUALIFICATION OBTAINED	MAJOR and/or SPECIALTY	NUMBER OF YEARS COMPLETED
High School				
College/ University				
Professional or Graduate School				

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer **Address** **City, State, Zip** **Phone number**	**Name of last supervisor**	**Employment dates**	**Pay or salary**
		From **To**	**Start** **Final**
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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		From **To**	**Start** **Final**
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Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Are you currently employed?	☐ Yes	☐ No
May we contact your present employer?	☐ Yes	☐ No
Did you complete this application yourself?	☐ Yes	☐ No
If not, who did? _____		

Have you ever been convicted of a felony?	☐ Yes	☐ No
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____		
_____		
_____		
Are you a US citizen? ☐ Yes ☐ No If not, are you a permanent resident of the US?	☐ Yes	☐ No
Are you currently authorized to work in the United States?	☐ Yes	☐ No
_____		

Have you ever been employed with this company?	**❑ Yes**	**❑ No**
If yes, when?		
Do you have any friends or relatives employed by this company?	**❑ Yes**	**❑ No**
If yes, please provide their names and relationship to you.		

REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

Name		**Occupation**
Company name	**Address**	
Telephone	**E-mail**	**Years acquainted**
Name		**Occupation**
Company name	**Address**	
Telephone	**E-mail**	**Years acquainted**
Name		**Occupation**
Company name	**Address**	
Telephone	**E-mail**	**Years acquainted**