

DAWSON COUNTY EXTENSION

Employment Application

Applicant's Name (Last, First, Middle Initial)

Street Address

City, State, Zip

Home Telephone Number

Work/Message Telephone Number

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GENERAL INFORMATION

Are you at least 16 years old? Yes No

Are you legally authorized to work in the United States? Yes No

Proof of employment eligibility will be required upon hire.

Do you have a valid driver's license? Yes No

Can you lift at least 40 pounds? Yes No

ADDITIONAL INFORMATION

List any certificates, licenses, special skills, qualifications, training, and language skills you have acquired along with specialized equipment you can operate.

Have you ever been convicted or pled guilty to a felony? Yes No Note: A conviction record is not an automatic bar to employment.

If Yes, please explain: _____ Each case is considered in relation to the position applied for.

EMPLOYMENT RECORD

List your present or most recent employer first. Include U.S. Armed Forces and volunteer experiences.

Resumes may NOT be substituted for the following information. Completely fill out each section of the employment record and give detailed information. If additional space is needed, please ask for a supplemental form.

May we contact your current employer? Yes No

UNL will conduct references with previous employers.

EMPLOYMENT INFORMATION

DESCRIPTION OF DUTIES

EMPLOYER	Position Title	Number Supervised
Address, City, State	Description of Duties:	
Immediate Supervisor _____ Phone No. _____ ()		
Dates of Employment (Month, Year) _____ Ending Salary _____		
FROM: _____ TO: _____ \$ _____		
Total Time Employed: _____ Hours Worked Per Week _____		
Years: _____ Months: _____		
Reason for Job Change _____		

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