

Nebraska Extension – Harlan County

P.O. Box 258
Alma, NE 68920
Phone - 308-928-2119
harlan-county@unl.edu
Fax – 308-928-2110

Application for Employment

PERSONAL INFORMATION

Date _____ Social Security # _____

Name _____
Last First M.I. Maiden

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Referred by or how you learned about this opening _____

Are you 18 years of age or younger? Yes ___ No ___ Phone Number _____

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary or Wage Desired _____

Are you employed now? Yes ___ No ___ If yes, present employer _____

May we contact your present employer Yes ___ No ___

Have you ever applied for a Harlan County position before? Yes ___ No ___

If yes, When? _____

EDUCATION

Grammar School _____
Name & Location Did you graduate Degree Received

High School _____

College _____

Trade, Business or Correspondence School _____

GENERAL

Job related skills (Excel, Word, Power point, etc)

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Activities

FORMER EMPLOYERS

From: Date Month and Year	To: Date Month and Year 00/00/00	Name of Employer - address	Position	Reason for leaving	Ending Wage

REFERENCES

Name	Address	Phone	Years Acquainted
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

AUTHORIZATION

I authorize investigation on all statements contained in this application. I understand that misrepresentation or information requested is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may regardless of the date of payment of my wages and salary, be terminated without cause and without previous notice.

Date _____ Signature _____

In case of an emergency – notify _____

Name _____
Address _____ Phone _____

OFFICE USE ONLY

Remarks:

Interviewed by _____

Date _____