

**City of Ravenna, Nebraska
Application For Employment
Position: _____**

Name of Applicant: _____
 Last **First** **Middle**

Present Address: _____
 Street **City** **State** **Zip Code**

Length Of Time At Present Address: _____

Previous Address: _____
 Street **City** **State** **Zip Code**

Length Of Time At Previous Address: _____

Social Security Number _____ **Telephone Number** _____

Education: High School Attended: _____ **Graduation Year:** _____

College Attended: _____ **Graduation Year:** _____

Or Number Of Years You Attended College If You Did Not Graduate: _____

List Qualifications And/Or Abilities Concerning Position Applied For (list specifics, i.e. education, specialized training, work experience, etc. – may use back of this sheet and/or attach an additional sheet if necessary OR a resume may be attached): _____

Military: Describe Any Military Service In Detail If Applicable: _____

Will You Be Able To Perform The Responsibilities Of This Position In A Safe And Efficient Manner? _____ **Yes** _____ **No**

Have You Ever Been Discharged From Or Asked To Resign From Any Previous Job?
_____ **Yes** _____ **No. If Yes, Please Explain:** _____

**Record Of Employment
(Begin With Present Or Most Recent Employer)**

Employer Name: _____ **Address:** _____

Date Employment Started: _____ **Date Employment Terminated:** _____

Ending Salary: _____ **Supervisor:** _____ **Position:** _____

Duties: _____

Reason For Leaving Or Wanting To Leave: _____

(Continued On Back Sheet)

Employer Name: _____ Address: _____

Date Employment Started: _____ Date Employment Terminated: _____

Ending Salary: _____ Supervisor: _____ Position: _____

Duties: _____

Reason For Leaving Or Wanting To Leave: _____

Employer Name: _____ Address: _____

Date Employment Started: _____ Date Employment Terminated: _____

Ending Salary: _____ Supervisor: _____ Position: _____

Duties: _____

Reason For Leaving Or Wanting To Leave: _____

Note: Please Attach Additional Sheet If You Desire To List Other Employers.

Personal References:

1. _____

2. _____

3. _____

I, The Undersigned Applicant, Certify That My signature Below Indicates The Following:

- a) I hereby release the City of Ravenna, Nebraska, and any other provider of information from liability in connection with the disclosure of employment information.
- b) I hereby authorize the City of Ravenna, Nebraska to seek information from my present and/or former employers.
- c) I understand that falsification of any detail on this application is grounds for disqualification from consideration for, and discharge from, employment with the City of Ravenna, Nebraska.

Applicant's Signature: _____

Dated: _____

To be filled out by administration:

Position Hours: Full-time _____ Part-time _____ Full-time/Part-time _____ Seasonal/Temporary _____

Interview Date/Time: _____

Hired: Yes No

Start Date: _____

Start Wage: \$ _____