Region I
OFFICE of HUMAN DEVELOPMENT

# APPLICATION FOR EMPLOYMENT

Date of Application_____

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status, or any other legally protected status. Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodations to the application and/or interview process should contact the local office where the position is available.

**To be considered, this application must be completed in its entirety.**
**Do not** substitute a resume for this application.

Print Name _____ Email Address _____
Last First Middle

Address _____
Number Street City State Zip Code

Telephone Number _____ Best time to call _____ AM PM

Position Applied for _____

Valid Driver's License # _____ State _____ Expiration Date _____
Do you have a vehicle for your use? Yes No

Have you had 3 points or more assessed against your driver license within the past 2 years? Yes No

Have you had any traffic accident or convictions in the past 3 years? Yes No

Have you had a DUI/DWI in the past 5 years? Yes No

Have you ever plead guilty or been convicted of a drug-related offense? Yes No

Have you ever plead guilty or been convicted of assault or abuse/neglect? Yes No

Have you ever plead or been convicted of a felony? Yes No
**A convection will not automatically disqualify you from employment.**

**The State of Nebraska requires a criminal background check and sex offender's registry of all new employees as well as a record check through the Nebraska Abuse and Neglect Central Registry.**

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
(Proof of citizenship or immigration status will be required upon employment) Yes No

Are you 19 years of age or over? Yes No

Availability: Full Time Part Time Shifts Substitute/ Temporary
Hours available? Day (8AM-4PM) Overnight (3PM-8AM) Split Shift

On what date would you be available?

Do you have experience working with persons with developmental disabilities? Yes No

If yes, describe_____

List any relatives currently employed with Region I Office of Human Development:

_____
Name Position Location

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## EDUCATION

| Education Level | School Name | City and State | Diploma/ Degree | Dates attended |
|---|---|---|---|---|
| High School | | | | |
| Colleges and/ or Universities | | | | |
| Course of Study | | | | |
| Special Training | | | | |
| Honors or special accomplishments | | | | |

## SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses, certificates or characteristics of yourself that may be job related qualifications for the position you are applying.

_____
_____
_____

List any additional information you would like us to consider.

_____
_____
_____

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## EMPLOYMENT EXPERIENCE

| Employer | Address | Telephone # | Position | Supervisor | Reason for leaving | Dates Employed |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

If you need additional space, please continue on a separate sheet.

May we contact your current and former employers? Yes No

## REFERENCES

List four(4) business/ professional references (prior employers, co-workers, etc.)

| Name | Address | Telephone |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**Please see APPLICANT'S STATEMENT on the next page.**

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## APPLICANT'S STATEMENT

I certify that the answers I have given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in an employment decision.

I understand that any offer of employment or continuation of employment is contingent upon the receipt of satisfactory background reports from the State of Nebraska Abuse and Neglect Central Registry and Law Enforcement.

In the event of employment, I understand that omitting information or providing false information in my application or interview(s) may result in discharge. I also agree to abide by all rules, policies and standards of conduct established by the Agency.

Further, I understand that neither this document, nor the Agency's personnel policies, nor an Agency Notice of Appointment constitute an employment contract. Unless a written contract or employment is issued specifying a definite period of employment, all personnel of the Agency shall serve "at will".

Signature of Applicant

Date