

CITY OF NORTH PLATTE, NEBRASKA

211 West Third Street, North Platte, Nebraska 69101
(308) 535-6724

EMPLOYMENT APPLICATION

We are pleased that you are interested in a position with the City of North Platte. We are an equal opportunity employer, and no question on this application is intended to secure information to be used for discriminatory purposes. This form is a part of the examination process. Before completing this application, please read the minimum qualifications for the job in which you are interested. You cannot be considered for the position unless you meet these requirements. Answer all questions completely and accurately, and notify us promptly of any change in address.

IDENTIFYING INFORMATION

SECTION 1

(Please print or type, in blue or black ink.)

Position Applied For: _____ Date Available: _____

Name: _____ Social Security No. _____
Last First Middle

Address: _____ Telephone No. _____
Street Apt.#

City State Zip

To facilitate reference checks please indicate any other name under which you have been employed: _____

EDUCATION

SECTION 2

Circle highest grade completed: 6 7 8 9 10 11 12 GED

College: 1 2 3 4 5 6 Plus

	Name and Location Of School	Course of Study	Years Completed	Did You Graduate?	Degree Or Diploma
Graduate	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Business/Trade/ Technical	_____	_____	_____	_____	_____
High School/GED	_____	_____	_____	_____	_____
Elementary	_____	_____	_____	_____	_____

Have you received any additional training - workshops, short courses, volunteer work, etc.? _____

SKILLS

SECTION 3

Please list specific skills you have that are related to the job for which you are applying, (i.e. office equipment, computer skills, typing speed, shorthand speed, software used, etc.):

EXPERIENCE

SECTION 4

Start at the top with your most recent experience and work backward. Experience may be paid or unpaid, full-time, part-time or military. Describe all of your work experience thoroughly, indicate how it relates to the position you are applying for. Include MONTH and YEAR of your beginning and ending dates of employment or experience. Failure to provide complete information may result in disqualification of your application.

[1] Employer Name: _____ Telephone: _____

Address: _____ Employed From: _____ To: _____

Job Title: _____ Supervisor's Name: _____

Starting Salary: _____ Final Salary: _____ Hours Per Week: _____

Duties: _____

Reason For Leaving: _____

[2] Employer Name: _____ Telephone: _____

Address: _____ Employed From: _____ To: _____

Job Title: _____ Supervisor's Name: _____

Starting Salary: _____ Final Salary: _____ Hours Per Week: _____

Duties: _____

Reason For Leaving: _____

[3] Employer Name: _____ Telephone: _____

Address: _____ Employed From: _____ To: _____

Job Title: _____ Supervisor's Name: _____

Starting Salary: _____ Final Salary: _____ Hours Per Week: _____

Duties: _____

Reason For Leaving: _____

[4] Employer Name: _____ Telephone: _____

Address: _____ Employed From: _____ To: _____

Job Title: _____ Supervisor's Name: _____

Starting Salary: _____ Final Salary: _____ Hours Per Week: _____

Duties: _____

Reason For Leaving: _____

WE MAY CONTACT THE EMPLOYERS LISTED ABOVE UNLESS YOU INDICATE THOSE YOU DO NOT WANT US TO CONTACT.

Do Not Contact Employer No(s): _____ Reason(s): _____

