Human Resources
1000 Main St.
Chadron, NE 69337
(308) 432-6224

Application for Employment

Please complete all items.

Last Name: _____ First Name: _____ Middle Name: _____

Cell Phone: ( ) _____ Home Phone: ( ) _____ Work Phone: ( ) _____

MAILING ADDRESS

Street _____ City _____ State _____ Zip code _____

Email: _____

Are you legally entitled to work in the U.S.? ☐ Yes ☐ No

Do you have a valid Driver's License? ☐ Yes ☐ No State Issued by:

Are you related to anyone employed by CSC? ☐ Yes ☐ No

Employee Name: _____

Do you require sponsorship for this position? ☐ Yes ☐ No

Have you ever been employed by Chadron, Wayne, or Peru State College or the Nebraska State College System?

☐ Yes ☐ No When: _____ Where: _____

Are you 16 years of age or over? ☐ Yes ☐ No

Do you wish to claim Veteran's Preference? ☐ Yes ☐ No

POSITION APPLYING FOR: _____

Type of Position Desired ☐ Full Time ☐ Part Time ☐ Temporary

Salary Expected: _____ Date Available: _____

REFERENCE INFORMATION

List three references other than relatives who have knowledge of your skills or experience

	Name	Telephone	Email	How do you know this reference?
1				
2				
3				

EMPLOYMENT RECORD

List your most recent position first

1 Company Name:

Address

Street _____ City _____ State _____ Zip Code _____

Immediate Supervisor: _____ Supervisor's Job Title: _____

Supervisor Email: _____ Supervisor Phone Number: ( ) _____

Job Title: _____ Full-time ☐ Part-time ☐

Primary Duties: _____

Reason for Leaving: _____

May we contact your current employer? ☐ Yes ☐ No

Start Date _____ End Date _____ Starting Salary _____ Ending Salary _____

2 Company Name:

Address: Street _____ City _____ State _____ Zip Code _____

Immediate Supervisor: _____ Supervisor's Job Title: _____

Supervisor Email: _____ Supervisor Phone Number: ( ) _____

Job Title: _____ Full-time ☐ Part-time ☐

Primary Duties: _____

Reason for Leaving: _____

Start Date _____ End Date _____ Starting Salary _____ Ending Salary _____

3 Company Name: _____

Address: Street _____ City _____ State _____ Zip Code _____

Immediate Supervisor: _____ Supervisor's Job Title: _____

Supervisor Email: _____ Supervisor Phone Number: ( ) _____

Job Title: _____ Full-time ☐ Part-time ☐

Primary Duties: _____

Reason for Leaving: _____

Start Date _____ End Date _____ Starting Salary _____ Ending Salary _____

EDUCATIONAL BACKGROUND

	Name/Location of School	Grade/Credit Hours Completed	Major Subjects Studied	Degree, Certification, or Diploma Received
1				
2				
3				
4				

PROFESSIONAL LICENSES AND CERTIFICATIONS

	Type	State	ID Number	Expiration Date
1				
2				
3				
4				

Please read the following carefully before signing this application:

I attest to the accuracy and truthfulness of the information provided, and I understand that falsification or omission of any information on this application could result in my disqualification from further consideration in the selection process, or if hired, termination of my employment. I understand that consideration for employment is conditioned upon the results of a background check, and I authorize the Board of Trustees of the Nebraska Sate Colleges, the College and its agents or assigns to investigate all statements made by me on this application, to conduct a thorough investigation of my background and activities, and I agree to cooperate in such investigation and to release the Board of Trustees and its agents and assigns from all liability or responsibility and of all persons and corporations requesting or supplying such information. I authorize the Board of Trustees of the Nebraska State Colleges, the College and its agents and assigns to contact my cited references and any developed uncited references to make inquiries concerning my current and past employment. This authorization will expire six months from the date it is signed. A facsimile copy or electronic version of this document shall be considered as effective and valid as the original.

Applicant Signature _____ Date: _____

The Nebraska State Colleges are equal opportunity institutions and prohibit unlawful discrimination and harassment. Each College has designated an individual to coordinate the Colleges' non-discrimination efforts to comply with regulations implementing Title II of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act. Inquiries regarding non-discrimination policies and practices may be directed to the Compliance Coordinators assigned at each College and identified on each College website.

How did you learn about employment opportunities at Chadron State College?

_____

_____

_____