

# Application for Employment

**Directions:** Mid-Nebraska Lutheran home/the Newman House - An Equal Opportunity Employer

This application must be filled in completely and legibly for it to be processed. Therefore, please be sure you type or print clearly and that you answer every question. If a question does not pertain to you, write "N/A" in that space. *The answers you provide on your application will be carefully checked for truthfulness and accuracy.* When you are finished filling out the application, please go back and review every question to ensure they are all answered.

Our company is an equal opportunity employer whose policy is to select the most qualified candidates for a job, without regard to race, religion, color, sex, age, marital or military status, history of disability or national origin. Please advise us if you need any accommodation to assist you in the application process.

Please print clearly

**This application is to be completed by the applicant only.**

Today's Date										
Position Applying For: _____										
Salary Desired: _____										
First Name					Middle Name					
Last Name										
Social Security #										

Current Street Address										
City, State, Zip										
Dates or Length of Time at This Address:										
Home Phone #	( )	Work Phone #	( )							
Cell Phone #	( )	Other Phone #	( )							

**List all other street addresses where you have resided during the past ten years. If you need more space, continue on the back of this page.**

Previous Street Address								
City, State, Zip								
Dates or Length of Time at This Address:								

Previous Street Address								
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City, State, Zip	
Dates or Length of Time at This Address:	

Driver's License #		State	
Have you ever applied to work for our company before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever worked for our company before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, what dates _____			
If yes, where & in what position: _____			
Do you have any friends, relatives, or acquaintances who work for our company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, state name(s): _____			
Are you a citizen of the USA, or a lawfully admitted resident alien?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If alien, provide Alien Registration # _____			
Have you ever been convicted of a crime or offense, other than minor traffic violations, as an adult or are you awaiting trial on any such offense? (Do not list sealed or expunged convictions.)			
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, explain: _____			
Criminal convictions are not an automatic disqualification for employment. All factors will be considered.			

Have you ever served in the U.S. Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, which branch of the Military? (e.g., Army, Navy, etc) _____		
Military occupation: _____		

How did you find us?	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Referral	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Walk-In
	<input type="checkbox"/> Current employee	<input type="checkbox"/> Former employee	<input type="checkbox"/> Internet	<input type="checkbox"/> Other:
	Please Explain: _____			

## Education

<u>Education</u>	<u>Name &amp; Address</u>	<u>Number of Years Attended</u>	<u>Course, Major or Degree</u>
High School	_____ _____		

College, Business or Trade School	_____		
Post Graduate	_____		
List any special training useful for this job	_____		

## Work History

Starting with your present or last employer, list all jobs you have held in *at least* the past 10 years, including full-time jobs, part-time jobs, and second jobs. Do not omit any employer. If unemployed for any period so indicate.

Note: If you need more space, please use the back of this page.

<u>Dates</u>		<b>Job #1</b>	<u>Rate of Pay</u>			
<u>To</u> Month/Year	<u>From</u> Month/Year	Employer's Name & Address	Start	Finish	Supervisor's Name & Title	Phone #
Your job title:		_____				
Briefly describe what you did _____						
Specific reasons for leaving _____						
May we contact your current employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No						

\*Unemployed from      (month/year) to: \_\_\_\_\_ (month/year)

<u>Dates</u>		<b>Job #2</b>	<u>Rate of Pay</u>			
<u>To</u> Month/Year	<u>From</u> Month/Year	Employer's Name & Address	Start	Finish	Supervisor's Name & Title	Phone #
Your job title:		_____				

Briefly describe what you did \_\_\_\_\_

Specific reasons for leaving \_\_\_\_\_

\*Unemployed from: \_\_\_\_\_ (month/year) to: \_\_\_\_\_ (month/year)

<u>Dates</u>		<b>Job #3</b>	<u>Rate of Pay</u>			
<u>To</u> Month/Year	<u>From</u> Month/Year	Employer's Name & Address	Start	Finish	Supervisor's Name & Title	Phone #
Your job title:		_____				
Briefly describe what you						
Specific reasons for leaving _____						

\*Unemployed from: \_\_\_\_\_ (month/year) to: \_\_\_\_\_ (month/year)

**Note:** If you need more space to list additional jobs, please use the backs of these pages.

### Technology Expertise

Rate your level of expertise in each of the following areas (mark only one box for each item)

Reference #1				
<b>Microsoft Word</b>	No Expertise <input type="checkbox"/>	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Expert <input type="checkbox"/>
<b>Microsoft Excel</b>	No Expertise <input type="checkbox"/>	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Expert <input type="checkbox"/>
<b>Microsoft Access</b>	No Expertise <input type="checkbox"/>	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Expert <input type="checkbox"/>
<b>Microsoft PowerPoint</b>	No Expertise <input type="checkbox"/>	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Expert <input type="checkbox"/>
<b>Microsoft Outlook</b>	No Expertise <input type="checkbox"/>	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Expert <input type="checkbox"/>
<b>Microsoft Publisher</b>	No Expertise <input type="checkbox"/>	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Expert <input type="checkbox"/>

<b>General Computer Skills</b>	No Expertise <input type="checkbox"/>	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Expert <input type="checkbox"/>
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## References

**Only list those who can attest to your past work and character. Do not list relatives.**

<b>Reference #1</b>			
Name			
Address		# Years Known:	
Where do you know this person from? _____			
Phone:			

<b>Reference #2</b>			
Name			
Address		# Years Known:	
Where do you know this person from? _____			
Phone:			

<b>Reference #3</b>			
Name			
Address		# Years Known:	
Where do you know this person from? _____			
Phone:			

<b>In case of emergency, please notify:</b>			
Name		Phone #:	(    )
Address			
Relationship			

I certify and agree as follows:

That this application will remain active for 30 days. If I would like to be considered for employment after 30 days, I will have to complete a new application.

That evidence of false statements or incomplete information on this application will be considered sufficient cause for immediate discharge if already employed.

That nothing contained in this application or in the interview process is intended to create in an employment contract between Mid-Nebraska Lutheran Home and myself. I understand that I have the right to terminate my employment at any time with or without notice or reason and that Mid-Nebraska Lutheran Home retains a similar right.

If hired, I understand I will be required to complete a criminal history check and pre-employment drug test. If my job requires certification and or education requirements, I am willing to complete the course and testing in a timely manner. I understand that Mid-Nebraska Lutheran Home is an equal opportunity employer. All qualified persons are welcome to submit applications for employment. Applications will be selected solely on qualifications, without regard to race, color, creed, national origin, sex, pregnancy, genetics, disability, age, religion, marital status, or ancestry.

**Date:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name:**

**Reference Check**

I consent to having Mid-Nebraska Lutheran Home contact anyone that it deems appropriate to investigate or verify any information I have given or to discuss my background, past performance or suitability for employment. I further consent to being discussed by any person so contacted and I waive all rights to bring any action for defamation, invasion of privacy, or any similar cause against anyone contacted as a result of what he or she may say about me. I also understand that Mid-Nebraska Lutheran Home will check to determine if there is a history of past abuse of any residents.

I authorize Mid-Nebraska Lutheran Home to release specific employment information to places where I have filed an employment application, whether during or after my employment at Mid-Nebraska Lutheran Home.