



FAMILY SERVICE

501 South 7th Street · Lincoln, NE 68508-2920 · (402) 441-7949

Application for Employment

It is the policy of Family Service to provide equal employment opportunity to applicants and employees without regard to race, color, sex, age, religion, national origin, or disability. **Applicants who require accommodation in the selection process should request this in advance.**

Name (Last, First, Middle Initial)

Social Security Number

Address (Street, City, State, Zip)

Home Telephone Number

Work/Alternate Telephone Number

Position Desired

Date Available for Work

Type of Work Desired

Full-time Part-time

Have you ever been employed by Family Service? Yes No

If YES, when:

Position held:

Do you have any restrictions on working evenings, weekends, or overtime? Yes No Specify days and/or hours not available.

Driver's License Number

State

Is it currently valid?

Yes No

Does Family Service employ any relative of yours? Yes No

Relationship:

Name:

Are you legally eligible for employment in the United States? Yes No

(Proof of U.S. citizenship or immigration status will be required upon employment.)

My record of felonies/misdemeanors/arrests/convictions and/or pending criminal charges is listed below:

NOTE: A conviction record is not an automatic bar to employment. Each case is considered in relation to the position applied for.

EDUCATION AND TRAINING

Level	Name and Location	Did you Graduate?	Field of Study	Degree
High School/GED		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/Vocational School		<input type="checkbox"/> Yes Year: <input type="checkbox"/> No		
Post Graduate		<input type="checkbox"/> Yes Year: <input type="checkbox"/> No		

ACADEMIC/PERSONAL/PROFESSIONAL ACCOMPLISHMENTS

Describe any exemplary accomplishments, scholastic honors, honorary societies, professional registrations, professional societies, languages, and other pertinent experience or honors:

--

EMPLOYMENT HISTORY

List the positions you have held starting with your current or most recent employment. Volunteer and unpaid experience will be evaluated in the same manner as paid employment. If you need more space, attach a separate sheet of paper. **This section must still be completed in its entirety, even if you attach a resume to this application.**

Employer:		Job Title/Position:	
Address:		Supervisor's Name/Title:	
		Phone Number:	
From (Month/Yr)	To (Month/Yr)	Brief description of duties:	
Starting Salary:	Final Salary:		
Number Supervised:			
Reason for Leaving:			
Employer:		Job Title/Position:	
Address:		Supervisor's Name/Title:	
		Phone Number:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
From (Month/Yr)	To (Month/Yr)	Brief description of duties:	
Starting Salary:	Final Salary:		
Number Supervised:			
Reason for Leaving:			
Employer:		Job Title/Position:	
Address:		Supervisor's Name/Title:	
		Phone Number:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
From (Month/Yr)	To (Month/Yr)	Brief description of duties:	
Starting Salary:	Final Salary:		
Number Supervised:			
Reason for Leaving:			

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION:

I authorize my current and previous employers, educational institutions, individuals, and organizations named or referred to in this application (and accompanying resume, if any) to answer any and all questions that may be asked. I hereby release such persons from any liability for giving any and all information within their knowledge or records.

I understand that misrepresentations of any material fact or significant omissions by me in this application (and accompanying resume, if any) can result in denial of employment or, upon subsequent discovery, immediate termination of employment.

Regardless of whether or not I become employed by Family Service, I recognize that this application is not and should not be considered as a contract of employment.

I understand that, if employed, I agree to conform to the rules and regulations of Family Service's policies and procedures, and my employment and compensation is "at will" and can be terminated, with or without cause, and with or without notice, at any time, at the option of either Family Service or myself.

Applicant's Signature

Date



FAMILY SERVICE
Equal Employment Opportunity Survey
 For Statistical Use Only

To All Applicants:

The following requested information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in the validation of our selection methods. Please give us your cooperation by completing this voluntary questionnaire.

Name: _____

Area of Interest (check all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Computers | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Child Development | <input type="checkbox"/> Counseling Services | <input type="checkbox"/> Management |
| <input type="checkbox"/> Clerical/Secretarial | <input type="checkbox"/> Development | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> Client Intake | <input type="checkbox"/> Education and Support | <input type="checkbox"/> Nutrition |

Schedule Preference:

- Full-time
 Part-time
 Days
 Evenings

- | | | | |
|---|--|--|---|
| Sex: <input type="checkbox"/> Male | Age: <input type="checkbox"/> 18 - 39 | Veteran: <input type="checkbox"/> Yes | Disability: <input type="checkbox"/> Yes |
| <input type="checkbox"/> Female | <input type="checkbox"/> 40 - 70 | <input type="checkbox"/> No | <input type="checkbox"/> No |
| | <input type="checkbox"/> Other | | |

With which racial/ethnic group do you consider yourself primarily associated?

- | | |
|---|---|
| <input type="checkbox"/> White | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Black | <input type="checkbox"/> Native American/Alaskan Native |
| <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Other (specify): _____ |

Highest Level of Education:

- | | |
|---|---|
| <input type="checkbox"/> Elementary School | <input type="checkbox"/> Associate degree |
| <input type="checkbox"/> Junior High/High School (non-graduate) | <input type="checkbox"/> B.A., B.S. or similar degree |
| <input type="checkbox"/> High School graduate/GED | <input type="checkbox"/> Master's degree |
| <input type="checkbox"/> Vocational, business school, or some college | <input type="checkbox"/> Ph.D. or similar professional degree |

Professional registration/certification (specify): _____

How did you learn of this opening?

- | | | |
|--|---|--|
| <input type="checkbox"/> Asian Center | <input type="checkbox"/> Malone Community Center | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Bryan Center | <input type="checkbox"/> Nebraska Wesleyan University | _____ |
| <input type="checkbox"/> College of St. Mary | <input type="checkbox"/> Newspaper/publication (specify) _____ | _____ |
| <input type="checkbox"/> Concordia College | | |
| <input type="checkbox"/> Curtis & Associates | <input type="checkbox"/> Operation Able | |
| <input type="checkbox"/> Doane College | <input type="checkbox"/> Retired Teachers' Association | |
| <input type="checkbox"/> Faces of the East Project | <input type="checkbox"/> ServiceLinc | |
| <input type="checkbox"/> Hamilton College | <input type="checkbox"/> Southeast Community College | |
| <input type="checkbox"/> Health & Human Services | <input type="checkbox"/> Union College | |
| <input type="checkbox"/> Hispanic Community Center | <input type="checkbox"/> NE Commision for Blind/Visually Impaired | |
| <input type="checkbox"/> Indian Center | <input type="checkbox"/> Vocational Rehabilitation | |
| <input type="checkbox"/> Cornhuskerhelpwanted.com | <input type="checkbox"/> UNL (specify) _____ | |
| <input type="checkbox"/> Familyservicelincoln.org | <input type="checkbox"/> Career Services | |
| <input type="checkbox"/> WorkForce Development | <input type="checkbox"/> Child Development Lab | |
| <input type="checkbox"/> Lincoln Action Program | <input type="checkbox"/> Office of Multi-Cultural Affair | |