

# Application for Employment

## Educational Service Unit #13 (ESU #13)

An Equal Opportunity/Affirmative Action Employer

4215 Avenue I, Scottsbluff, NE 69361

Phone: 308-635-3696 Fax: 308-635-0680

### **PERSONAL and CONTACT INFORMATION** (Please type or print your responses in ink.)

Name \_\_\_\_\_  
*First Middle Last (Maiden)*

Present Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
*Street City State Zip*

Permanent Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
*Street City State Zip*

Email Address \_\_\_\_\_

Are you a former ESU #13 employee? \_\_\_ Yes \_\_\_ No If yes, date of separation \_\_\_\_\_

Date available to work for ESU #13 \_\_\_\_\_

### **POSITION DESIRED**

For what position(s) are you applying? \_\_\_\_\_

### **EDUCATION**

**SECONDARY SCHOOL(S) ATTENDED and GED:** \_\_\_ Yes \_\_\_ No

Name of School	Grades Attended	Special Honors/Recognition

### **COLLEGE, UNIVERSITY, OR OTHER POST-SECONDARY INSTITUTION ATTENDED**

Name of Institution (City, State)	Major	Hrs.	Minor	Hrs.	Year Graduated	Degree	GPA (4.0 scale) (Special Honors/ Recognition)

### **LICENSE or CERTIFICATE CURRENTLY HELD**

License or Certificate	Expiration Date

**WORK EXPERIENCE** (Include all of your last five employers and all employers for the last 15 years, starting with your current or most recent employer. Omission of prior employment or false reasons for leaving may be considered falsification of information.)

Start Date	End Date	Position (state if full time or part time)	Duties	Name, Mailing Address and Telephone of Employer	Reason for Leaving

**SKILLS** (List technical skills, clerical skills, or trade skills relevant to the position for which you have applied. Also list other credentials, professional affiliations, etc., relevant to the position.)

---



---



---

If required for the position, do you have a valid driver's license?     Yes     No

**REFERENCES** (List names and addresses of persons who are qualified to answer questions concerning your fitness for the position you seek.)

Name	Relationship (i.e., supervisor, friend)	Address and Telephone

**QUESTIONS** (Directions: Please answer each of the questions below as best you can. If more space is needed, please attach additional pages. If you are typing your answers, please respond to at least one question in your own handwriting.)

- Eligibility for hire:**

Are you currently employed?     Yes     No  
 If yes, give name of employer and why you wish to leave your current position.

---



---

Are you eligible to work in the United States?     Yes     No

Are you 18 years of age or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any condition (physical, mental, or otherwise) which prevents you from performing the essential functions of the position for which you have applied with or without accommodation? (Note: regular, dependable attendance is an essential function of positions at ESU #13.) \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

• **Interest in ESU #13:**

Have you previously filed a written application for employment with ESU #13? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, give date(s) and position for which you applied: \_\_\_\_\_  
\_\_\_\_\_

Why do you want to be employed at ESU #13? \_\_\_\_\_  
\_\_\_\_\_

What experiences have you had with ESU #13 or the communities served by ESU #13? \_\_\_\_\_  
\_\_\_\_\_

• **Prior History:**

Have you ever had, failed or refused to fulfill a contract of employment with any employer? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

Have you ever had a certificate or license for work purposes denied or revoked? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

• **Self-Evaluation:**

Describe your employment strengths and abilities and personal characteristics which will apply to your position: \_\_\_\_\_  
\_\_\_\_\_

Describe your weakness/areas in which you feel you need to improve: \_\_\_\_\_  
\_\_\_\_\_

Describe your future plans and goals in employment & your plans for remaining at our school if hired:  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL DISCLOSURE**

Respond to EACH item. If there is no response to any item, or if the required attachments do not accompany your application, your application **WILL BE REMOVED FROM CONSIDERATION**. Information provided in this disclosure will not automatically bar you from employment but will be considered in view of all relevant circumstances.

1. Have you ever received a ticket, been charged with an offense, or been arrested for anything other than a minor traffic violation? (If you are unsure whether or not a ticket, a charge or an arrest was for a minor traffic violation, answer "Yes".) \_\_\_\_\_ Yes \_\_\_\_\_ No
2. If you answered "Yes" to Question #1 above, you must explain each situation including location(s), date(s), agency(ies) involved, and the outcome of the each ticket, charge, or arrest. (Attach additional information if necessary.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you ever had any license, permit, or certificate terminated, revoked, suspended, received a private or public reprimand or admonishment from a licensing agency, or been subject to a judicial restraining or contempt order?  Yes  No
4. If you answered "Yes" to Question #3 above, you must explain each situation including location(s), date(s), agency(ies) involved, and the outcome of the each situation. (Attach additional information if necessary.):

---



---



---

I affirm that none of the information identified in Items # 1 to # 4 in any way involved any of the following: (a) a felony; (b) rape (including statutory rape) or any other sexual assault; (c) sexual conduct with a minor; (d) abuse of a minor or child; (e) endangerment of a child or debauching a minor; (f) public indecency; (g) prostitution, pandering, or keeping a place of prostitution; (h) assault or battery; (i) kidnapping, false imprisonment or abduction; (j) child pornography; or (k) any offense in which a minor was a victim or a witness.  True  Not True  
 (If not true, explain each situation including locations(s), date(s), agency(ies) involved, and the outcome of each charge.)

---



---



---

### VERIFICATION

I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand it is my responsibility to immediately provide updated, correct information if any of the information changes at any time. I understand that any omission, falsification or misrepresentation made by me on this application or any supplement will be sufficient grounds for failure to employ me or for my discharge should I become employed with the school district. I understand that disclosure of social security number is optional. It will be used to conduct background checks for employment purposes and for personnel and payroll processing and required reporting if I am employed. I further understand that in a classified position would be on an at-will basis, terminable at will.

---

*Legal Signature of Applicant* *Date*

**It is the policy of Educational Service Unit #13 not to discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions with Educational Service Unit #13 are asked to make their request to the Administrator.**

### APPLICANT CERTIFICATION

In signing below, I certify that all of the information which I have furnished on this form is true and complete. I understand that this information is material to my hiring and that my failure to provide true and complete information concerning the time period in question will automatically disqualify me for a position with Educational Service Unit #13 or, in the event that I am hired, subject me to immediate termination.

---

*Legal Signature of Applicant* *Printed Name* *Date*