

ADAMS COUNTY

Equal Employment Opportunity Employer

415 N Adams Central Ave
Juniata, NE 68901

Application for Employment
(Drivers Only)

This application is good for 60 days or until the position is filled.

Applicants are considered for the position specified below, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, marital status, pregnancy, military status, or any other prohibited basis of discrimination under applicable local, state, or federal law. Federal law obligates us to provide reasonable accommodation to the known disabilities of applicants and employees, unless to do so would pose an undue hardship. Please feel free to let us know if you need an accommodation to complete the application process or to perform any essential elements of the position sought.

I understand that the information in this application will be used and that prior employers will be contacted for purposes of investigation, if required by Sec. 391.23 of Department of Transportation Regulations.

Applicant Signature: _____ Date of Application: _____

Position Applied For: _____

(PLEASE PRINT)

Full Name (Last) _____ (First) _____ (Full Middle) _____

Address _____ (How Long) _____

Street City State Zip Code

ADDRESSES FOR PAST THREE YEARS

_____ (How Long) _____

_____ (How Long) _____

_____ (How Long) _____

Current Telephone Number: _____

Social Security Number: _____ Date of Birth (Required by DOT regulations): _____

Have you filed an application with our County before? Yes No

If yes, give date: _____ Department: _____

Have you ever been employed with our County before? Yes No

If yes, give date: _____ Department: _____

How did you learn of the job you applied for? (Be specific as to source.)

Are you employed now? Yes No May we contact your present employer? Yes No

Are you legally authorized to work in the United States? Yes No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the regulations prepared by the United States Citizenship and Immigration Services. Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work Full-Time Part-Time Seasonal Summer Only Temporary

What days? Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Are you on a layoff and subject to recall? Yes No

Would you be willing to work out of town? Yes No

Have you been convicted of, pleaded guilty to, pleaded no contest or nolo contendere to, been paroled for, received probation or deferred judgment for, or received a suspended imposition/execution of sentence for any felony or misdemeanor in any jurisdiction? Yes No

Do you have any pending criminal charges in any jurisdiction that have not yet been fully resolved or disposed of? Yes No

(Conviction or pending arrest will not necessarily disqualify applicant from employment. The recency, severity, and pertinence of the conviction or pending arrest to the job will all be considered.)

If yes to either of the above questions, provide details for each crime or charge (date, jurisdiction, crime involved, disposition, current status, etc.). Add additional sheets if necessary to fully explain.

EDUCATION

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

	High School	Tech School	College/University
Years Completed (Circle)	9 10 11 12	1 2 3 4	1 2 3 4
School Name and Location			
Diploma/Degree			
Describe Course of Study			

EMPLOYMENT EXPERIENCE

Give a complete record of all employment for the past 10 years. Use a separate section for any unemployment or self-employment history, if necessary. Your application will not be processed if it is not properly completed.

Employer	Dates Employed		Describe Work Performed
Address	From	To	
Telephone: ()			
Job Title	Hourly Rate/Salary Starting/Final		
Supervisor			
Reason for Leaving			
			Were you subject to DOT regulations for any job you held? <input type="checkbox"/> Yes <input type="checkbox"/> No Were you subject to DOT required drug/alcohol testing for any job you held? <input type="checkbox"/> Yes <input type="checkbox"/> No
			Were you subject to DOT regulations for any job you held? <input type="checkbox"/> Yes <input type="checkbox"/> No Were you subject to DOT required drug/alcohol testing for any job you held? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Employer	Dates Employed		Describe Work Performed
Address	From	To	
Telephone: ()			
Job Title	Hourly Rate/Salary Starting/Final		
Supervisor			
Reason for Leaving			<p>Were you subject to DOT regulations for any job you held? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Were you subject to DOT required drug/alcohol testing for any job you held? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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VIOLATIONS OF MOTOR VEHICLE LAWS FROM PAST THREE YEARS
 (List only if convicted or if bond or collateral was forfeited; exclude parking violations)

Date	Where	Specific Violation	Nature of Injuries	Fatalities	Outcome/Disposition/Penalty

OTHER

Will you take an alcohol/drug screen breath/urine test for drug and alcohol or controlled substances?
 Yes No

Have you EVER been convicted for any alcohol-related crime or traffic offense? Yes No

If yes, where? _____ When? _____

Was a vehicle involved? Yes No If yes, what type: Personal Commercial

If yes, what charge? _____

Have you EVER been convicted for any drug-related crime or traffic offense? Yes No

If yes, where? _____ When? _____

Was a vehicle involved? Yes No If yes, what type: Personal Commercial

If yes, what charge? _____

Do you have any currently pending alcohol-related or drug-related charges or arrests that have not yet been fully resolved or disposed of? Yes No

If yes, where? _____ When? _____

Was a vehicle involved? Yes No If yes, what type: Personal Commercial

If yes, what charge? _____

(Conviction or pending arrest will not necessarily disqualify you from employment. The recency, severity, and pertinence of the conviction or pending arrest to the job will all be considered.)

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experiences:

State any additional information you feel may be helpful in considering your application:

APPLICANT'S STATEMENT

This certifies that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge. The County may investigate all statements contained in this application, and I understand that any false, omitted, or misleading information may result in my immediate discharge if I am hired. I UNDERSTAND THAT THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT. I ALSO UNDERSTAND THAT IF HIRED, REGARDLESS OF ANY ORAL REPRESENTATIONS TO THE CONTRARY, THE EMPLOYMENT RELATIONSHIP BETWEEN MYSELF AND THE COUNTY IS TERMINABLE-AT-WILL SO THAT BOTH THE COUNTY AND I REMAIN FREE TO CHOOSE TO END OUR WORK RELATIONSHIP AT ANY TIME FOR ANY OR NO REASON. ANY CHANGES IN THIS "AT WILL" EMPLOYMENT RELATIONSHIP MUST BE MADE IN WRITING AND APPROVED BY THE COUNTY BOARD.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I qualify for the position being considered. In addition, I understand a drug and alcohol test is required.

I understand that my previous employers may be contacted and that the information provided by me may be used for the purpose of investigating my safety performance history as required by DOT regulations. I authorize the County to make a thorough investigation of my past employment, education, criminal history, driving record, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations supplying such information. I also indemnify this County against any liability that might result from making such investigation.

I further understand, with respect to any of my employment during the past three years that was subject to DOT regulations, that I have the following rights: (1) to review any DOT-required information provided by those employers to the County, if I make a written request to the County for same within 30 days after being employed or being notified of denial of employment; (2) to have any errors in the information corrected by the prior employer and for that employer to re-send corrected information to the County; and (3) to have a rebuttal statement attached to the alleged erroneous information, if my prior employer and I cannot agree on the accuracy of the information.

Additionally, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest as the County deems appropriate.

Signature of Applicant

Date