KEYA PAHA COUNTY

Employment Application



APPLICANT INFORMATION											
Last Name		First		M.I.	Date						
Street Address					Apartment/Unit #						
City		State		ZIP							
Phone		E-mail Address									
Date Available											
Position Applied for											
Are you a citizen of the United States?	YES ☐	NO ☐	If no, are you authorized to work in the U.S.?	YES ☐	NO ☐						
Have you ever worked for this company?	YES ☐	NO ☐	If so, when?								
Have you ever been convicted of a felony?	YES ☐	NO ☐	If yes, explain								

EDUCATION											
High School				Address							
From		To		Did you graduate?	YES ☐	NO ☐	Degree				
College				Address							
From		To		Did you graduate?	YES ☐	NO ☐	Degree				
Other				Address							
From		To		Did you graduate?	YES ☐	NO ☐	Degree				

REFERENCES			
Please list three professional references.			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT

Company		Phone
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference?	YES ☐	NO ☐
Company		Phone
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference?	YES ☐	NO ☐
Company		Phone
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference?	YES ☐	NO ☐

MILITARY SERVICE

Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature Date

Keya Paha County - New Hire Questionnaire
Position: _____

Name_____ Address_____
Phone #_____ _____

1. Please list your educational background?_____

2. Do you have a current Nebraska Driver's License?_____

3. Are you fully qualified to meet all of the physical requirements of this job?
   Yes____ No____

4. Do you have any of the certification that is needed for this job? Yes____ No_____
   If yes, what is it?_____

5. Do you have any experience in this field? Yes_____ No_____
   If yes, what is it?_____

6. List any public relations skills that you have. _____
_____ _____
_____ _____

7. Are you willing to devote the time to this position if it requires full-time during certain times of the year? Yes_____ No _____

8. Are you willing to attend training and continuing education classes that are required to remain certified for this job? Yes_____ No_____

9. Please list your employment history, including employer, where, dates, names, addresses, and telephone numbers and your reasons for leaving that employment.

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Please return to Keya Paha County Clerk, PO Box 349, Springview, NE 68778