Countryside Home
Application for Employment
703 N Main Street | Madison, NE 68748
(402)454-3373
www.madison-ne.gov

(Please feel free to attach a resume and cover letter to this application)

Position Applied For: _____ Date:_____

APPLICANT INFORMATION

Name: _____ Phone:_____ Email: _____

Address:_____ City: _____

State: _____ Zip: _____ Date available for work: _____

Are you under age 19? Yes [ ] No [ ] If yes, age:_____

Are you legally eligible for employment in the U.S.? Yes [ ] No [ ]

Do you have a valid driver's license? Yes [ ] No [ ] State: _____ License #: _____

Have you previously submitted an application to the City of Madison or Countryside Home? Yes [ ] No [ ]

If yes, please give dates/position(s): _____

Have you previously worked for the City of Madison or Countryside Home? Yes [ ] No [ ]

If yes, please give dates/position(s): _____

Do you have any relatives working for the City of Madison or Countryside Home? Yes [ ] No [ ]

If yes, give names, positions and relationship: _____

Will you relocate if the job requires it? Yes [ ] No [ ]

Will you travel if the job requires it? Yes [ ] No [ ]

Will you work overtime if the job requires it? Yes [ ] No [ ]

If no, please explain: _____

If they have been explained to you, are you able to meet the attendance requirements of the position for which you are applying? Yes [ ] No [ ] NA [ ]

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? Yes [ ] No [ ] Need more information [ ]

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Have you ever been bonded? Yes [ ] No [ ]

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime: Yes [ ] No [ ]

If yes, provide date(s) and details: _____

Have you entered into an agreement with any former employer or other party (such as a non-competition agreement) that might restrict your ability to work for Countryside Home? Yes [ ] No [ ]

If yes, please explain: _____

EMPLOYMENT HISTORY (Attach additional sheets if necessary)

1. Employer: _____ Job Title:_____

Address: _____ Supervisor: _____

Phone: _____ Dates Employed: From _____ To _____

Salary: _____

Responsibilities:_____

Reason for Leaving:_____

2. Employer: _____ Job Title:_____

Address: _____ Supervisor: _____

Phone: _____ Dates Employed: From _____ To _____

Salary: _____

Responsibilities:_____

Reason for Leaving:_____

3. Employer: _____ Job Title:_____

Address: _____ Supervisor: _____

Phone: _____ Dates Employed: From _____ To _____

Salary: _____

Responsibilities:_____

Reason for Leaving:_____

LICENSES AND CERTIFICATIONS

_____

_____

EDUCATION & SKILLS (Attach additional sheets if necessary)

High School: _____ Location: _____

Dates attended: _____ To _____ Did you graduate? Yes [ ] No [ ]

College: _____ Location: _____

Dates Attended: _____ To _____Degree: _____

Special Skills: _____

Languages:_____

REFERENCES

1. Name: _____ Phone: _____

Relationship: _____

2. Name: _____ Phone: _____

Relationship: _____

3. Name: _____ Phone: _____

Relationship: _____

You May [ ]

You May Not [ ]

Contact my present employer

Employer Name: _____

Address: _____

City State Zip: _____

_____

You May [ ]

You May Not [ ]

Check all references and I hold them and you harmless for providing information.

Are You Claiming Veteran's Preference? Yes [ ] No [ ]

If Yes, a copy of honorable discharge papers (Form DD214) must be attached to this application to be eligible. Veteran's Preference only applies when a qualified candidate obtains passing scores on all parts and phases of examination/interviews.

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, or employees, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no

supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, genetic information, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other derogatory graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

_____ _____

Applicant Signature Date

Notice to applicants and employees: Screening tests for illegal drug use may be required before hiring and during your employment here.