



Upper Big Blue Natural Resources District

319 E. 25th Street, York, NE 68467 Phone (402) 362-6601 Fax: (402) 362-1849 www.upperbigblue.org

Employment Application

In compliance with Federal and State equal employment laws, qualified applicants are considered for all positions without regard to race, color, national origin, religion, sex (including pregnancy), disability, marital status, age, Veteran status, genetic information, or any other protected characteristic. The Upper Big Blue Natural Resources District (UBBNRD) is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

Applicant's Name (Last, First, Middle Initial)	Type of Work Desired (Check All that Apply): Full-time Part-time Permanent Temporary		
Street Address	Date Available For Work		
City, State, Zip	Telephone Number	Mobile Number	
Email Address	Position Applied For		
Please Mark Counties Where You Would Accept Employment (Check All that Apply or 'All'): ___All Counties are Acceptable ___Adams ___Butler ___Clay ___Fillmore ___Hamilton ___Polk ___Saline ___Seward ___York	Do you have a valid driver's license? (Check One) Yes No		
	Have you previously been employed by the UBBNRD or another NRD? Yes No If yes, when and where?		
Are you a citizen of the United States or specifically authorized to be employed in the United States? (Check One) Yes No <i>Note: the law requires that you provide evidence and a sworn statement of your citizenship or work authorization if hired. Any offer of employment which you receive is contingent upon your providing the documentation and statement which we will request from you.</i>			

Employment Record

List below the positions you have held starting with your present employment. If more than one position or classification has been held within a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities.
If more space is needed please use a separate sheet of paper and attach to this application. May attach resume.

May we contact your current employer(s)? Yes No (Check one)

Employment Information		Description of Duties		
Employer/Type of Business	Position Title	Number Supervised		
Street Address	Specific Duties			
City, State, Zip				
Immediate Supervisor/Title				Telephone Number/Ext
Dates of Employment (Month, Year) From: _____ To: _____				
Total Employment Years: Months:	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	Hours Worked Per Week	Reason for job change	

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Employment Information (Cont.)				Description of Duties	
Employer/Type of Business			Position Title		Number Supervised
Street Address			Specific Duties		
City, State, Zip					
Immediate Supervisor/Title		Telephone Number/Ext			
Dates of Employment (Month, Year) From: _____ To: _____					
Total Employment Years: Months:	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	Hours Worked Per Week	Reason for job change		
Employment Information			Description of Duties		
Employer/Type of Business			Position Title		Number Supervised
Street Address			Specific Duties		
City, State, Zip					
Immediate Supervisor/Title		Telephone Number/Ext			
Dates of Employment (Month, Year) From: _____ To: _____					
Total Employment Years: Months:	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	Hours Worked Per Week	Reason for job change		
Education/Skills Record					
Give your complete educational background. Transcripts of post-high school coursework may be required.					
Languages: Please list languages in which you are fluent (other than English)			List any special skills or course work:		
High School: _____ Graduate? Yes No Post Secondary: _____ _____ Major/Focus: _____ Degree Received (if no degree, write "none"): _____			Military Training Courses _____ _____ If a license or certificate is required for the position, list here: License Number _____ Trade/Profession: _____ Granted by: _____ Date: _____		
References					
Please list three work references, other than friends or relatives, whom we may contact.					
Reference 1					
Name			Occupation		
How long known?	Phone		Email address		

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References

Reference 2		
Name	Occupation	
How long known?	Phone	Email address
Reference 3		
Name	Occupation	
How long known?	Phone	Email address

By signing below, I certify that the answers and information set out above are true, accurate, and complete to the best of my knowledge. I acknowledge that if any answer or information is not true, accurate, or complete, I may not be hired, or if hired, I may be discharged. I authorize UBBNRD to investigate all statements contained in this application for employment, and to investigate my character and qualifications. I authorize my prior employers, references, and others with information regarding my work or educational history or my character to provide UBBNRD with all requested information and references, and to cooperate fully with the investigation of character and qualifications.

I understand that this application is not a contract for employment. I also acknowledge that no oral representations have been made, and that no one with UBBNRD has the authority to make oral contracts of employment. If hired, my employment relationship with UBBNRD is terminable at-will, with or without cause, by either myself or UBBNRD.

I also understand and agree to all of the conditions and statement set forth above and throughout the application.

Applicant Signature: _____ **DATE:** _____

Note: Unsigned applications will not be considered.