



## APPLICATION FOR EMPLOYMENT

210 5th Street, Milford, NE 68405...402/761-3341 or 800/327-0091...402/761-4331 (Fax)...www.esu6.org

### **APPLICATION MUST BE COMPLETED IN FULL**

Note: Please make an entry in every space. Use N/A if it does not apply.

### Section I – General

<b>General Information</b>	Date: _____	Position Desired: _____	
	First Name: _____	M.I. _____	Last Name: _____
	Telephone Numbers:		
	Home: (_____) _____	Work: (_____) _____	Cell: (_____) _____
	Address: _____		
	(Street/P.O. Box) (City) (State) (Zip Code)		
	Permanent Address: _____		
	(Street/P.O. Box) (City) (State) (Zip Code)		
	Email Address: _____		
	Date Available to begin employment with ESU #6: _____		
Are you eligible to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Can you perform the essential duties and functions of the position for which you are applying with or without accommodations? Yes <input type="checkbox"/> No <input type="checkbox"/> (If you have questions as to what functions are applicable to the position, please ask Human Resources before you answer this question.)			

### Section II – Education

<b>Education</b>	<b>COLLEGE EDUCATION</b>	
	Name of Institution: _____	Number of Years Completed: _____
	Area of Study: _____	Degree Earned: _____
	Name of Institution: _____	Number of Years Completed: _____
	Area of Study: _____	Degree Earned: _____
	Name of Institution: _____	Number of Years Completed: _____
	Area of Study: _____	Degree Earned: _____
	Graduate Credit Hours Earned Beyond Degree: _____	Area of Study: _____
	Other Applicable Training: _____	
	_____	

### Section III – Certification and Licensure

<i>Certification/Licensure</i>	<p>Type of Certification now held:</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Valid Nebraska teaching certificate</p> <p style="margin-left: 40px;">Type: _____ Rank: _____ Level: _____ Expiration Date: _____</p> <p style="margin-left: 40px;">Endorsements: 1) _____ Level: _____ 2) _____ Level: _____</p> <p style="margin-left: 80px;">3) _____ Level: _____ 4) _____ Level: _____</p> <p><input type="checkbox"/> Valid Certificate – other state (please specify) _____</p> <p><input type="checkbox"/> Licensure (please specify) _____</p> <p>Please list any additional education, training, certification and/or experience specifically relevant to the position:</p> <p>_____</p>
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### Section IV – Employment Experience

<i>Employment Experience</i>	<p>Most Recent Employer: _____ Supervisor: _____</p> <p>Address: _____</p> <p style="margin-left: 100px;">(Street/P.O. Box) (City) (State) (Zip Code)</p> <p>Telephone Number: (_____) _____ Position Held: _____</p> <p>Dates of Employment: _____ to _____</p> <p>Reason for Leaving: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Duties: _____</p>
	<p>Employer: _____ Supervisor: _____</p> <p>Address: _____</p> <p style="margin-left: 100px;">(Street/P.O. Box) (City) (State) (Zip Code)</p> <p>Telephone Number: (_____) _____ Position Held: _____</p> <p>Dates of Employment: _____ to _____</p> <p>Reason for Leaving: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Duties: _____</p>
	<p>Employer: _____ Supervisor: _____</p> <p>Address: _____</p> <p style="margin-left: 100px;">(Street/P.O. Box) (City) (State) (Zip Code)</p> <p>Telephone Number: (_____) _____ Position Held: _____</p> <p>Dates of Employment: _____ to _____</p> <p>Reason for Leaving: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Duties: _____</p>

### Section V – References

<i>References</i>	<p><b>PERSONAL REFERENCE</b></p> <p>Name: _____ Relationship to you: _____</p> <p>Daytime Phone Number: (_____) _____ Alternate Phone Number: (_____) _____</p>
	<p><b>PROFESSIONAL REFERENCE</b></p> <p>Name: _____ Relationship to you: _____</p> <p>Daytime Phone Number: (_____) _____ Alternate Phone Number: (_____) _____</p>
	<p><b>PROFESSIONAL REFERENCE</b></p> <p>Name: _____ Relationship to you: _____</p> <p>Daytime Phone Number: (_____) _____ Alternate Phone Number: (_____) _____</p>

**Section VI – Verification Statement**  
*(Please read carefully and sign the statement below.)*

The information in the Application for Employment is true, correct and complete to the best of my knowledge. I certify that I have answered all questions to the best of my ability and I have not withheld any information that would unfavorably affect my application for employment. I acknowledge that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, may be the cause for rejection from employment or may result in my subsequent dismissal if I am hired. I grant Educational Service Unit 6 permission to make an investigation of my personal and professional references and to contact any former employers with the following exception(s)\_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ELECTRONIC SUBMISSION CONSTITUTES AGREEMENT AND SIGNATURE**

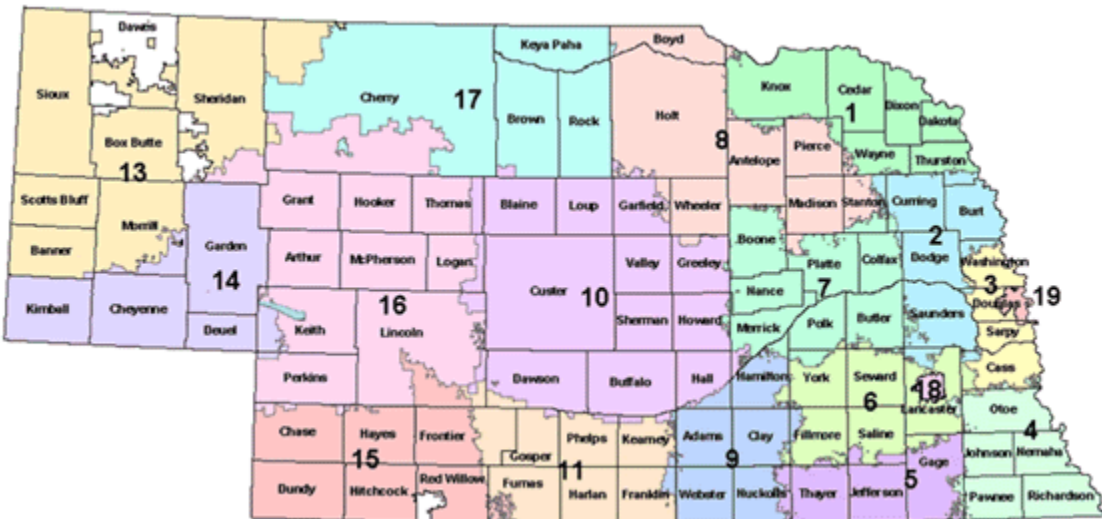
Please direct all inquiries, applications and supporting materials to:

Nichole Hall  
 Director of Human Resources  
 Educational Service Unit 6  
 210 5th Street  
 Milford, NE 68405  
 (402) 761-3341  
 (402) 761-4331 fax  
[nichole.hall@esu6.org](mailto:nichole.hall@esu6.org)  
[www.esu6.org](http://www.esu6.org)

**If submitting application on-line, email to [nichole.hall@esu6.org](mailto:nichole.hall@esu6.org).**

**Notice of Nondiscrimination**

In compliance with the Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1978; Educational Service Unit 6 shall not discriminate on the basis of sex, age, race, color, national origin, religion or handicap in the educational programs or activities which it operates. It is the intent of Educational Service Unit 6 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to Dan Shoemake, Administrator, ESU 6, 210 5th Street, Milford, NE 68405 (phone 402-761-3341). Title IX and Section 504 complaints can also be filed with the Office for Civil Rights as follows: Region VII Office of Civil Rights, Department of Education, 10220 No, Executive Hills Blvd., 8th Floor, Kansas City, MO 64153 (phone 816-891-8026).



Educational Service  
Unit 6

Serving schools in  
Fillmore, Lancaster,  
Saline, Seward and  
York Counties in  
Nebraska.

**Our Mission:**

**ESU 6 will provide exemplary leadership, services, and products that promote improved adult and student learning.**