



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

General Information	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

Education	COLLEGE EDUCATION	
	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>PERSONAL REFERENCE</p> <p>Name: _____ Relationship to you: _____</p> <p>Daytime Phone Number: (_____) _____ Alternate Phone Number: (_____) _____</p>
	<p>PROFESSIONAL REFERENCE</p> <p>Name: _____ Relationship to you: _____</p> <p>Daytime Phone Number: (_____) _____ Alternate Phone Number: (_____) _____</p>
	<p>PROFESSIONAL REFERENCE</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
www.esu6.org

If submitting application on-line, email to 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, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status 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 Dr. John Skretta, 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.