RICHARDSON COUNTY
NEBRASKA
Equal Employment Opportunity Employer

APPLICATION FOR EMPLOYMENT

Deputy Clerk of District Court – Richardson County

Applications accepted until position is filled

Richardson County assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

1 APPLICANT INFORMATION

Type of Work Desired: Full-Time ❒ Part-Time ❒ Regular ❒ Temporary ❒

Have you ever been employed with Richardson County before? ❒ Yes ❒ No; if yes, give date: _____

Have you filed an application with Richardson County before? ❒ Yes ❒ No; if yes, give date: _____

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____

City, State, Zip Code: _____

Home Telephone Number: _____ Work Telephone Number: _____

Position Applied For: **Deputy Clerk of District Court** Date Available for Work: _____

How did you learn about the job you have applied for? _____

Are you legally authorized to work in the United States? ❒ Yes ❒ No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

Have you ever been convicted of, plead guilty to, plead no contest or nolo contendere to, been paroled for, received probation or deferred judgment for, or received a suspended imposition/execution of sentence or judgment for any felony or misdemeanor (other than a minor traffic violation) in any jurisdiction? ❒ Yes ❒ No

Do you have any pending criminal charges in any jurisdiction (other than a minor traffic violation) that have not yet been fully resolved or disposed of? ❒ Yes ❒ No

If yes to either question, please provide details (date, jurisdiction, crime involved, disposition, current status, etc.):

_____

(Conviction or pending arrest will not necessarily disqualify you from employment. The recency, severity, and pertinence of the conviction or pending arrest to the job will all be considered.)

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EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with 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. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

Employment Information	Description of Duties
Employer:	Position Title:
Street Address:	Specific Duties:
Immediate Supervisor/Title:	Telephone Number:
Dates of Employment (Month/Year): From: To:	Hourly Rate/Salary: Starting: Final:
❒ Part-Time ❒ Full-Time	
Reason for Leaving:	

Employment Information	Description of Duties
Employer:	Position Title:
Street Address:	Specific Duties:
Immediate Supervisor/Title:	Telephone Number:
Dates of Employment (Month/Year): From: To:	Hourly Rate/Salary: Starting: Final:
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Dates of Employment (Month/Year): From: To:	Hourly Rate/Salary: Starting: Final:
❒ Part-Time ❒ Full-Time	
Reason for Leaving:	

3 EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Level of Education	Name of School	Dates (from/to)	Degree Completed	Major
High School				
College/University				
Graduate School				
Other				

Please list any training/coursework or experience you have had with computer software, technologies, etc. that would qualify you for this position:

Please list types of equipment you feel comfortable operating or skills you possess, which you feel would be an asset for the position you are applying for:

4 LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	Granted By and State Granted In	Dates Licensed (from/to)	Specialty	License Number

5 APPLICANTS STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may b e required, depending upon County policy. I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation.

Additionally, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Richardson County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and Richardson County retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

SIGN HERE _____ _____

Applicant's Signature Date

(Note: Unsigned applications will not be considered)

RETURN COMPLETED APPLICATIONS TO:

District Court
1700 Stone St, Rm 301
Falls City, NE 68355