

EMPLOYMENT INFORMATION				DESCRIPTION OF DUTIES			
Employer/Kind 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 Employed:		<input type="checkbox"/> Part-Time	Hours Worked Per Week	Reason for Job Change			
Years:		Months:		<input type="checkbox"/> Full-Time			
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Total Employed:		<input type="checkbox"/> Part-Time	Hours Worked Per Week	Reason for Job Change			
Years:		Months:		<input type="checkbox"/> Full-Time			

EDUCATION/SKILLS RECORD

Give your complete educational history. Transcripts of post high school coursework may be required.

Foreign Languages	List any special skills/coursework you may have:
Are you bilingual? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, check all that apply. <input type="checkbox"/> French <input type="checkbox"/> Sign Language (ASL) <input type="checkbox"/> Vietnamese <input type="checkbox"/> German <input type="checkbox"/> Slavic <input type="checkbox"/> Other _____ <input type="checkbox"/> Laotian <input type="checkbox"/> Spanish	

Have You Had Training/Coursework or Experience in (Please check those that apply): <input type="checkbox"/> Typing <input type="checkbox"/> Word Processing <input type="checkbox"/> Data Entry <input type="checkbox"/> PC/Computer Terminal <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Calculator/Adding Machine <input type="checkbox"/> Dictation Equipment <input type="checkbox"/> Shorthand/Speedwriting Types of Equipment: _____	For Office Use Only																																													
	<table border="1" style="width:100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th colspan="2">Typing Score(s):</th> <th rowspan="2">Where</th> <th colspan="3">Data Entry Scores:</th> <th rowspan="2">Alpha or Num.</th> <th rowspan="2">Date</th> </tr> <tr> <th>Net WPM</th> <th>Date</th> <th>Gross Keystrokes per hour</th> <th>Accuracy Rate</th> <th></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Typing Score(s):		Where	Data Entry Scores:			Alpha or Num.	Date	Net WPM	Date	Gross Keystrokes per hour	Accuracy Rate																																	
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UNIVERSITY AND COLLEGE (Undergraduate, Graduate, Doctorate)											
Name and Location	From		To		Total Sem. Hrs.	Total Qtr. Hrs.	Fields of Study	No. of Hrs.	Date of Graduation Degree Awarded		
	Mo.	Yr.	Mo.	Yr.					Mo.	Yr.	Degree
Name							Major				
Location							Minor				
Name							Major				
Location							Minor				

Business, Correspondence, Trade, Technical, or Vocational School, or Military In-Service Training				Dates of Attendance Month/Year		Full Time	Part-Time Hrs/Week	Degree Received		Title of Program or Subjects Taken
Name	Location			From	To			Yes	No	

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			License Number
Granted By		City and/or State	
Specialty		Licensed	From: To:

I understand that any false information in this application will be sufficient reason for rejection of my application or termination of my employment. I herewith authorize and request each and every former employer, person, firm, corporation, and educational institution to answer any and all questions that may be asked and herewith hold such persons harmless for giving any and all information within their knowledge or records. I have the right to make a written request within a reasonable period of time for complete and accurate disclosure of additional information concerning the nature and scope of this investigation. In addition my signature on this application form will serve as authorization to release any and all information recorded on or attached to this application to any state or federal investigative agency.

sign here use ink Applicant's Signature Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED

STATE PERSONNEL
Equal Employment Opportunity Survey

• For Statistical Use Only •

To All Applicants:

The following information will not affect your status as an applicant. Hiring supervisors do not have access to this survey. The information will be used to find out how effective our recruitment efforts are in reaching all segments of the population, in validating our selection methods, and for the purpose of Federal Equal Employment Opportunity reporting. Please give us your cooperation by completing this voluntary questionnaire.

SOCIAL SECURITY NUMBER:

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In an effort to enhance diversity in State government by reducing under-representation of protected group individuals (minorities, women, disabled, or age 40 or over), your application may be included in (Affirmative Action) Resource Bank file searches for future vacancies. Your application will automatically be included in file searches, unless you do not wish to participate.

If you do NOT wish to participate, please check this box:

A. Sex

(1) <input type="radio"/> Male	(2) <input type="radio"/> Female
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B. Age

(1) <input type="radio"/> 19 or Less	(2) <input type="radio"/> 20-29	(3) <input type="radio"/> 30-39	(4) <input type="radio"/> 40-49
(5) <input type="radio"/> 50-59	(6) <input type="radio"/> 60-69	(7) <input type="radio"/> 70 or Over	

C. Highest level of education

(1) <input type="radio"/> 0-8 years	(6) <input type="radio"/> B.A., B.S. or Similar Degree
(2) <input type="radio"/> 9-12 years, but not graduated	(7) <input type="radio"/> M.A. or Similar Professional Degree
(3) <input type="radio"/> High School Graduate / or / GED	(8) <input type="radio"/> Ph.D., J.D., L.L.B. or Similar Professional Degree
(4) <input type="radio"/> Post High School, Vocational or Business School	(9) <input type="radio"/> M.D. or Similar Professional Degree
(5) <input type="radio"/> College, less than B.A. or B.S. Degree	

D. Of which Racial/Ethnic group do you consider yourself a member?

(1) <input type="radio"/> Alaska Native	(4) <input type="radio"/> Black	(7) <input type="radio"/> Other _____
(2) <input type="radio"/> American Indian	(5) <input type="radio"/> Hispanic	
(3) <input type="radio"/> Asian or Pacific Islander	(6) <input type="radio"/> White	

E. How did you learn about this job?

(1) <input type="radio"/> State Personnel Office	(5) <input type="radio"/> State Employee	(8) <input type="radio"/> Radio
(2) <input type="radio"/> Workforce Development Office	(6) <input type="radio"/> Friend	(9) <input type="radio"/> Television
(3) <input type="radio"/> Other State Agency	(7) <input type="radio"/> Newspaper or Periodical	(10) <input type="radio"/> School
(4) <input type="radio"/> Internet	(Please specify below)	(11) <input type="radio"/> Job Information Line
		(12) <input type="radio"/> Other _____

OFFICE USE ONLY

YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	Signature?	Date Called: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Entered on Personick?	
<input type="checkbox"/>	<input type="checkbox"/>	Scanned?	
<input type="checkbox"/>	<input type="checkbox"/>	Electronic Application completed?	
<input type="checkbox"/>	<input type="checkbox"/>	Acknowledgment Letter sent?	
<input type="checkbox"/>	<input type="checkbox"/>	Routed to SOS?	Interview completed? YES / NO
<input type="checkbox"/>	<input type="checkbox"/>	Realistic Job Preview Film Viewed?	(For Protection/Safety Worker only)

TEMPORARY EMPLOYMENT SPECIALIZED OFFICE SERVICES

Specialized Office Services (SOS) is an in-house, State-operated temporary employment program. SOS assists State agencies in filling clerical, vocational, technical, para-professional, and professional positions and relies on applicants who possess skills in many areas. Some of those skills include, but are not limited to:

word processing	transcribing	mail processing	typing
customer service	accounting	software installation	filing
data processing	recordkeeping	desktop publishing	data entry
shipping/receiving	inventory control	appointment scheduling	

SOS positions are listed daily, with the majority of jobs being filled within a 24-hour time frame. Occasionally, you may find SOS positions posted on the State's Job Mart and/or Job Line, so be sure to review them. SOS recruits qualified people to fill a variety of jobs, which may include:

<i>Receptionist</i>	<i>Word Processing Specialist</i>	<i>Data Entry Operator</i>	<i>Office Clerk</i>
<i>Secretary</i>	<i>Staff Assistant</i>	<i>Case Aide</i>	<i>Supply Worker</i>
<i>Laborer</i>	<i>Security Specialist</i>	<i>Mail Clerk</i>	<i>Data Processor</i>
<i>Facility Maintenance Worker</i>	<i>Federal Aide Administrator</i>	<i>Information Systems Professional</i>	

ARE YOU INTERESTED? If so:

- submit a State application form for evaluation;
- complete the required typing and/or data entry tests (if you are interested in clerical positions);
- complete the SOS Orientation Interview process.

Please contact us at **(402) 471-2652** for more information.

IMPORTANT INFORMATION FROM STATE PERSONNEL

Your application will remain active with our office for the next six months. During this time we encourage you to review our job listings and apply for positions for which you qualify.

To find out about state jobs, you may:

- (1) Call our Information Line at **(402) 471-2200** (24 hours/day, seven days/week); vacancy listings are updated on Fridays after 6:00 p.m. (CT).
- (2) View our jobs via the **Internet** address: <http://www.state.ne.us/personnel/per.html>
- (3) Visit any Nebraska Job Service Office for job listings.

Remember to:

- Ask for a questionnaire if the job for which are applying requires one.
- Complete a typing test or data entry test if one is required.
- Check the closing date(s) to ensure that you have enough time to apply.

We appreciate your interest in Nebraska State Government and hope to serve you in the future. If you have any questions, call us during business hours: 8:00 a.m. - 5:00 p.m. (CT), Monday through Friday, at **(402) 471-2075**.

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you to state agencies for possible employment. Certain information requested is private, that is, it may be released only to you or to state agencies where you may be considered for employment.

PRIVATE DATA	WHY WE ASK FOR IT	DO YOU NEED TO PROVIDE IT (LEGALLY)?	WHAT MAY HAPPEN IF YOU DON'T PROVIDE IT
Social Security Number	Computer tracking; distinguish you from other applicants; make processing more efficient.	NO	May not be able to consider you for positions in which you are interested. It helps to ensure that we do not confuse your record with others.
Name	Distinguish you from other applicants.	YES	Failure may cause rejection of your application.
Address	Send employment information & other notices.	NO	Failure will cause non-receipt of notices and employment information.
Home Telephone (or message)	Contact you to determine availability for interview.	NO	May not be able to employ you in jobs which require you to come to work on short notice. May cause delay in evaluating your application and may have a negative impact on your securing a position on short notice.
Veteran status, Sex, Age, Racial/Ethnic Group	Make Equal Opportunity reports as required by law and provide affirmative action in state service.	NO	May not be able to determine if our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Conviction Record	Determine if we may legally accept an application from you and determine if your record may be job-related.	YES	We will not be able to make determinations required by law.