

VILLAGE OF EAGLE

APPLICATION FOR EMPLOYMENT – MUNICIPAL OFFICE

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle _____

Present Address _____ City/State/Zip _____

Social Security Number _____ Phone Number _____

Are you 18 years of age or older? YES NO

Are you either a U.S. citizen or an alien authorized to work in the United States? YES NO

Have you been convicted of a felony within the last seven (7) years YES NO

If Yes, please explain (*Convictions will not necessarily disqualify an applicant from employment*)

EMPLOYMENT DESIRED

Position Applied For _____ Date You Can Start _____

Salary Desired _____

Are you currently employed: YES NO May we contact your present employer? YES NO

Have you ever been employed with us before? YES NO If yes, what dates _____

Referred by _____

EDUCATION

Highest level completed: Some HS HS/GED Associate Bachelor Master

Last High School attended _____ City/State _____ Graduation Year _____

Last College attended _____ City/State _____ Major _____

Degree(s), if any _____ Year Received _____

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EXPERIENCE

Begin with your present or most recent employer first.

Employer _____ Job Title _____

Address _____ Phone Number _____

Employed From (MM/YY) _____ To (MM/YY) _____ Salary \$ _____ per _____

Hours worked per week _____ Supervisor's Name _____ May we contact? _____

Reason for leaving _____

Job Duties & Responsibilities _____

Employer _____ Job Title _____

Address _____ Phone Number _____

Employed From (MM/YY) _____ To (MM/YY) _____ Salary \$ _____ per _____

Hours worked per week _____ Supervisor's Name _____ May we contact? _____

Reason for leaving _____

Job Duties & Responsibilities _____

Employer _____ Job Title _____

Address _____ Phone Number _____

Employed From (MM/YY) _____ To (MM/YY) _____ Salary \$ _____ per _____

Hours worked per week _____ Supervisor's Name _____ May we contact? _____

Reason for leaving _____

Job Duties & Responsibilities _____

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GENERAL INFORMATION

Military Experience _____

Special Training & Qualifications _____

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Village of Eagle is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by and written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Village of Eagle.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I must complete the Employment Eligibility Verification Form I-9 by the end of the first day of employment and present required documentation establishing identity and employment eligibility by the end of the third day of employment. I understand, also, that I am required to abide by all laws, rules, and regulations of the Village of Eagle and the State of Nebraska.

Applicant's Signature

Date

VILLAGE OF EAGLE

SUPPLEMENTAL QUESTIONNAIRE

Date _____

Printed Name _____

Signature _____

OFFICE PERSONNEL

PLEASE READ BEFORE COMPLETING:

The information you provide on this form will be used to further evaluate your training and experience as it relates to the position for which you are applying. This questionnaire is a supplement to your application and is made a part thereof.

PURPOSE STATEMENT

Under the direction of the Board of Trustees, office personnel are responsible for directing and managing the activities and operations of the Village office to promote good government and maximize the effectiveness and efficiency of the office. This position serves as an administrative agent for the Board, ensuring Village funds, policies and operations are handled according to Eagle Municipal Code, state statutes and federal regulations. This position is responsible for the critical administrative work of customer service; utility processing; records management and all other administrative and fiscally related tasks.

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- 1) This position is primarily full-time, Monday through Friday, from 7:00 a.m. to 4:00 p.m. with occasional weekend and on-call hours. Are you available during all hours?

YES

NO

- 2) Do you have experience operating standard office equipment, including computers and copy machines?

YES

NO

- a. If yes, please list employer(s) and how long you performed these duties:

- 3) Do you have working knowledge of accounting, payroll, word processing and accounts receivable computer programs?

YES

NO

- a. If yes, please list employer(s) and how long you performed these duties:

- 4) Do you have experience working independently in a fast-paced environment?

YES

NO

- a. If yes, list where you received your technical training and/or certification:

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OFFICE

1) Do you have experience in Municipal government?

YES NO

2) Do you have a current certification as a Nebraska Municipal Clerk?

YES NO

3) Would you be willing to take education courses pertaining to your role with the Village of Eagle?

YES NO

4) Do you have past experience working in an office environment?

YES NO

5) Do you have past experience maintaining records, reports and other critical documents?

YES NO

6) If you answered YES to any of the questions listed above, please list employer(s) and how long you performed these duties:

7) If you answered YES to any of the questions listed above, please describe your work experience:

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8) Please indicate any additional experience and training you have that you feel may be beneficial to this position:
