

UNL Lied Center for Performing Arts

Employment Application

301 N. 12th St.

Phone: 402.472.4700

Lincoln, NE 68588-0151

Fax: 402.472.2725

Position Applying For: _____

Personal Information

Last	First	MI	Email
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Street Address	City	State	Zip Code
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Do you have the legal right to work in the United States?	Are you 16 or older? (Circle one)	Primary Phone:
Yes No	Yes No	

Are you a current UNL Student?	NUID # :	Are you currently employed by any UNL department?	If YES, which department(s)?
Yes No		Yes No	

Desired position(s):

In the chart below, place an "X" in every hour that you are AVAILABLE to work. The boxes correspond with the following hour. (7 am = 7 am-8 am; 8 am= 8-9, etc.)

List Related Skills, Training, and Proficiencies:	Work Availability	7:00am	8:00	9:00	10:00	11:00	12:00pm	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00am	1:00	
	Sunday																				
	Monday																				
	Tuesday																				
	Wednesday																				
	Thursday																				
	Friday																				
	Saturday																				
	Comments: (e.g. unavailable every other Monday, can only work until 12:30, not 1:00, etc.)																				

Please write a brief paragraph explaining why you would like to work at the Lied Center.

Any additional information you would like to supply (Best time to reach you by phone, etc.):

Education

	Name/Location	Last Year Completed	Degree	Major or Emphasis
High School		9 10 11 12		
College/University		1 2 3 4		
Trade School				
Other				

Prior Work Experience

	Current or Most Recent	Prior	Prior
Employer			
Address			
City, State, ZIP			
Phone			
Name of Immediate Supervisor			
Position/Job Title			
Dates of Employment	From _____ To _____	From _____ To _____	From _____ To _____
Reason for Leaving			
May We Contact?	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____

References

List three persons (other than relatives) who have knowledge of your skills and/or character

Name	Relation	Address	Phone

Certification

I certify that the information contained in this application is true to the best of my knowledge and belief. I understand that any material omission of facts or misrepresentation may result in my discharge, if hired, regardless of when discovered. Unless otherwise expressly stated in a written appointment to a position or in a written contract of employment duly approved and executed by UNL, employees are considered employees at will, and either UNL or the employee may terminate the employment relationship upon giving the proper advance notice. I grant permission to the University of Nebraska-Lincoln to investigate my employment record, educational record, and other records to verify the information I have provided on this application and/or any additional information I have provided and release the University from any liability resulting from such investigation.

I certify that I have read and agree with these statements.

Signature: _____ Date: _____

Please Note:

An offer of employment may be contingent upon the successful completion of a criminal background check and pre-employment physical. Qualified candidates for employment will be notified if either is required prior to being hired.

For Office Use Only

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