

KATHLEEN A. LAUGHLIN, TRUSTEE
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APPLICATION FOR EMPLOYMENT

READ BEFORE COMPLETING APPLICATION

The law office of Kathleen A. Laughlin serves as the U.S. Bankruptcy Court, Chapter 13 Trustee, ("Trustee"). The Trustee is an **Equal Employment Opportunity Employer**. Applicants are considered for all positions without regard to race, color, national origin, religion, gender, age, sexual orientation, qualified disability status, genetic information or military service status.

All information requested must be completed and be true and accurate. Incomplete applications containing untruthful, unverified or inaccurate information will void the application from consideration, and if the applicant is hired, such inaccurate information will result in immediate termination of employment.

The Trustee is in the business of dealing with the public, and other business and public professionals, often involving confidential information. Individuals and employees may have access to the property and confidential records or data of the Trustee, and others. All applicants will be subject to background checks, reference checks, including law enforcement records regarding any criminal background. Applicants may be required to provide additional waivers for background checks provided by outside agencies prior to consideration for employment. Further, any applicant who is offered a position may be subject to drug and alcohol screening and physical examination at the expense of Trustee.

Applications will only be accepted when there are existing, open positions. Applications of applicants not hired will be maintained for record keeping purposes only and not for future employment consideration.

(PLEASE PRINT)

Name: _____
First Middle Last

Date of Application: _____

Address: _____
Street Address (including Apt. No.)

City, State Zip Code

Social Security No. _____ - _____ - _____

Home Telephone: () _____ - _____

Mobile Phone: () _____ - _____

POSITION APPLIED FOR: _____

Earliest date available to begin employment: _____

(Certain laws, regulations and insurance compliance requires employees to be a minimum age)

For age, check only one:

Are you at least: 16 _____, 18 _____, 21 _____

Have you ever been employed by the Trustee?
_____ Yes _____ No

If "yes", give dates of employment _____

Have you previously applied for employment with The Trustee? _____ Yes _____ No

Are you prevented from lawfully becoming employed in the United States, because of Visa or Immigration status? _____ Yes _____ No
(Proof of citizenship or immigration status will be required)

Are you currently employed? ___ Yes ___ No

Do you have any commitments to a current or former employer that might affect your employment? ___ Yes ___ No

May we contact your current employer?
___ Yes ___ No

If "no", explain the reason why:

Are you in a lay-off or other leave status, subject to recall or reinstatement? ___ Yes ___ No

The Trustee provides service to the Court, individuals and businesses, as needed. Reliability and availability are important considerations for all jobs. If you have any question about the potential schedules for the job being applied for, or the essential functions of the job, and you have not been provided a job description, please ask for any explanations or general job descriptions prior to answering the following questions on work availability and ability.

Are you available for work: ___ Full-time (40 hours/week), ___ Part-time, ___ Temporary

Are you available to work overtime hours (in excess of 40 hours/week)? ___ Yes ___ No

Are you employed in another job that you intend to keep if hired by the Trustee? ___ Yes ___ No

If "yes," please identify the employer, the nature of the work and the schedule involved: _____

(Answering "yes" will not necessarily disqualify an applicant for employment)

Do you have reliable means of transportation to and from work? ___ Yes ___ No

Are there particular hours or days of the week you cannot work? ___ Yes ___ No

If "yes" define which hours or days you are subject to limitations: _____

Are you capable of working in a "smoke-free" building and premises? ___ Yes ___ No

Are you capable of performing the essential functions of the job applied for in a reasonable manner, with or without a reasonable accommodation? ___ Yes ___ No

Many of the jobs with the Trustee may require driving on public roads on a regular or intermittent basis:

Do you have a valid driver's license? ___ Yes ___ No *(If hired, you will be required to produce a valid driver's license)*

Has your driver's license been suspended or revoked in the past five (5) years? ___ Yes ___ No
(This applies to ANY State or CDL license)

If "yes", please provide the details and dates of suspension or revocation: _____

The Trustee's business involves confidential business records, personal data, interaction with co-workers and the public and compliance with legal ethical standards:

Have you ever been refused by a bonding company or service? ___ Yes ___ No

Have you ever been denied a Notary certificate? ___ Yes ___ No

Have you, a spouse, a civil partner or close relation filed for Bankruptcy? ___ Yes ___ No

Have you been convicted of any crime, entered a plea of no contest, or entered into a plea bargain or diversion agreement involving any crime involving dishonesty, theft, fraud, violence, assault, sexual misconduct, criminal threat, stalking or harassment, wiretapping/electronic surveillance, invasion of privacy, or crimes involving unlawful use of or access to computer systems?

___ Yes ___ No

Military Service:

If you have served in the United States Armed Forces and/or in the National Guard or as a Reservist, please complete this section:

Branch of service: _____ Place of Enlistment: _____ Date: _____

Highest Rank: _____ Date of Discharge: _____ Type of Discharge: _____

Place of Discharge: _____ Present Military or Reserve Status: _____

Overseas Campaigns (name/place/dates): _____

Decorations or Service Medals: _____

Education:

High School last attended: _____

Did you graduate from High School? ___ Yes ___ No, **or** receive a GED? ___ Yes ___ No

For every college, university or technical school you attended, state:

<u>Name of institution</u>	<u>No. of years attended</u>	<u>Subject/Major</u>	<u>Degree or certificate Obtained</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other Educational Training:

References (minimum of 3 references): [Each reference must not be a relative or former employer and the reference must have known you for at least two years]

<u>Name</u>	<u>Telephone #</u>	<u>Address</u>	<u>Occupation</u>
1. _____	() -	_____	_____

2. _____	() -	_____	_____

3. _____ () - _____

Employment: [employment history must show employment for at least the past 10 years or last four employers, whichever is a greater length of time. The reason for any gaps in employment, exceeding 30 days, must be shown in the employment history. "Reason for Leaving" must be stated accurately. If you need additional space, ask for a supplemental sheet and place your name and current date on the supplement]

Employer #1:

<u>Name of Employer</u>	<u>From - To</u> <u>Mo/Yr.-Mo./Yr.</u>	<u>Position/duties</u>	<u>Wage</u>	<u>Reason for Leaving</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>Address</u>	<u>Phone #</u> (____) _____ - _____	<u>Name of supervisor/contact</u>
_____	_____	_____
_____	_____	_____

Employer #2:

<u>Name of Employer</u>	<u>From - To</u> <u>Mo/Yr.-Mo./Yr.</u>	<u>Position/duties</u>	<u>Wage</u>	<u>Reason for Leaving</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>Address</u>	<u>Phone #</u> (____) _____ - _____	<u>Name of supervisor/contact</u>
_____	_____	_____
_____	_____	_____

Employer #3:

<u>Name of Employer</u>	<u>From - To</u> <u>Mo/Yr.-Mo./Yr.</u>	<u>Position/duties</u>	<u>Wage</u>	<u>Reason for Leaving</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>Address</u>	<u>Phone #</u> (____) _____ - _____	<u>Name of supervisor/contact</u>
_____	_____	_____
_____	_____	_____

Employer #4:

<u>Name of Employer</u>	<u>From - To</u> <u>Mo/Yr.-Mo./Yr.</u>	<u>Position/duties</u>	<u>Wage</u>	<u>Reason for Leaving</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>Address</u>	<u>Phone #</u>	<u>Name of supervisor/contact</u>
_____	(____) _____ - _____	_____
_____	_____	_____
_____	_____	_____

APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified or misleading information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I understand that in applying for this position, I may be subject to a background check that may include financial and criminal background information.

I authorize persons, schools, current employer (if applicable) and previous employers and organizations named in the application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision, and release all parties from all liability for any damage that may result from furnishing such information.

I understand that if a job offer is made, a medical examination may be requested for employment or continuation of employment; and that I may be requested to submit to testing for drug or alcohol use both prior to hire and for continuation of employment.

This application is not a contract for employment and cannot create a contract. I understand that if I am hired my employment can be terminated with or without cause or reason, at any time at the discretion of either the Trustee or myself.

I understand this application will be kept in the active files only for filling an open job for which I have applied. I further understand that if I am not hired during that period, I must complete and execute a new application form to be considered for employment.

Applicant's Signature: _____ **Date:** _____

TRUSTEE'S OFFICE:

Received by: _____ Date: _____

Position for Application: _____

