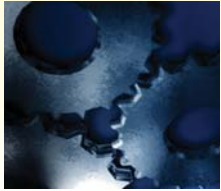


# Make Your Application Stand Out!



*The job application may be your only opportunity to convince an employer that you are a good match for the position being filled. Remember, you are competing with other job seekers. How can you make sure your application stands out?*

## Evaluate Position Advertisement

When evaluating the position advertisement, pay attention to the required and the preferred qualifications. You will want to match your knowledge, skills and abilities with these qualifications. Be very clear and specific when listing this information on your application.

Applications are screened for both the required and preferred qualifications. **If it's not listed on your application, you won't get credit for it.**



## Completing the Application

*What are we looking for?*

- **Completeness and Neatness** – In order for the appropriate hiring official to properly assess your qualifications, the application must be filled out completely and legibly. Blanks or incomplete answers may disqualify you. Bring information to assist you in giving dates, company names, supervisor names, addresses and phone numbers.
- **Position Applied For** – Indicate position title and number on the application form.
- **Conviction of Law Violations** – Other than a minor traffic violation, indicate if you've been convicted of a law violation. Note: This includes both Felony and Misdemeanor convictions. Background checks will be completed before a job offer is made. Failure to disclose this information could result in elimination from consideration.
- **Veteran's Preference** – Contact State Personnel at 402-471-2075 for information on documentation needed to receive credit for veteran's preference.



- **Work History** – Relate your experience to the job opening. Employment information and description of duties must be completed. A resume may be submitted in addition to the application. However, all sections must be completed on the application even if a resume is submitted.
- **Skills** – Relate your skills and abilities to the job opening (examples: computer programs/experience, certifications/licenses, equipment operation, etc.)
- **Education** – Complete information on coursework taken/number of hours and if applicable, date of graduation or degree received, etc. Not every position requires a degree, but may require coursework or training. It's important to complete this section even if you haven't graduated.
- **Signature/Submittal** – Your application **MUST** be signed, dated and received by the listed closing date. **NO EXCEPTIONS.** For an on-line application, your signature is submitted electronically.



## Additional Application Information

We require that an application be submitted for all positions. You may complete an application on-line by visiting State Personnel's website at [www.statejobs.nebraska.gov](http://www.statejobs.nebraska.gov) or you may obtain a paper application by contacting State Personnel or the NDOR Human Resources office. Your application will be kept on file for one year and may be used to apply for multiple positions. If you find a position you're interested in, contact State Personnel at 402-471-2075 and have your

application activated. You may want to structure/change your application to fit the job description of the position you're applying for. To change information or tailor it to a position, a new application must be completed. Applications must be received by the listed closing date. **NO EXCEPTIONS.**

For additional information or assistance in completing the application, contact one of our Human Resources recruiters at 402-479-4574.

To find out more information on the Nebraska Department of Roads, visit our website at:

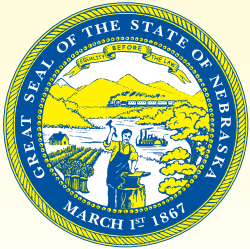
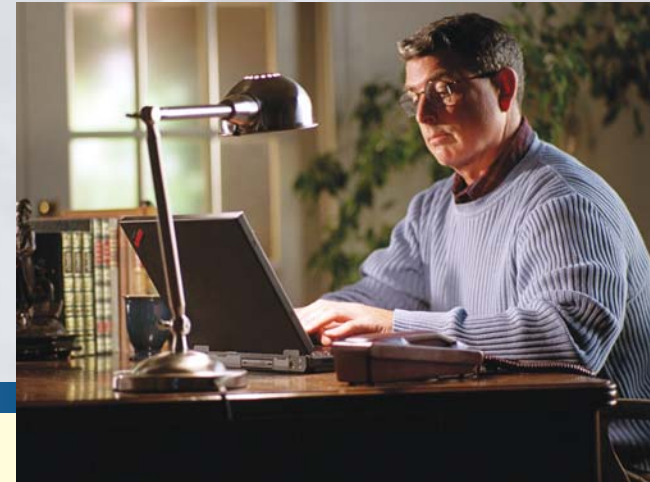
[www.transportation.nebraska.gov](http://www.transportation.nebraska.gov)

# Job Application Process

## Are you a Good Fit?

### EEO/Affirmative Action Employer

*The Nebraska Department of Roads assures that no person shall, on the grounds of race, color, national origin, sex, disability or age, be excluded from participation in, denied the benefits of or be otherwise subjected to discrimination under any of its programs or activities.*



[www.transportation.nebraska.gov](http://www.transportation.nebraska.gov)

January 2009



State of Nebraska Department of Roads