

To be considered, your application and this completed Questionnaire must be on file or received in Nebraska State Personnel, Mall level, 301 Centennial Mall South, P. O. Box 94905, Lincoln, NE 68509-4905, or postmarked by **December 29, 2009.**

NEBRASKA DEPARTMENT OF REVENUE
IT INFRASTRUCTURE SUPPORT ANALYST
#16-30152
LOTTERY DIVISION
Supplemental Questionnaire

Applicant Name: _____

Social Security Number: _____

TERMS AND CONDITIONS OF EMPLOYMENT

Compensation

- This position is covered by a labor contract. If you are selected for this position and offered employment, it will be at the rate of \$19.243 hourly (a current State employee's salary will be determined by the labor contract). Are you willing to accept that rate of pay? ___Yes ___No Explain: _____

Job Requirements

- You will serve a six-month original probation period. You must meet the performance expectations of the position in order to continue employment. During the probation, your employment can be terminated without cause.
- You must be able to perform the essential functions of this job as described with or without reasonable accommodation.
- Are you willing and able to maintain regular, predictable attendance as an essential function of this job? ___Yes ___No Explain: _____
- Are you willing and able to be and remain current in your state, local and federal tax filing and payment obligations? ___Yes ___No Explain: _____
- You cannot perform tax preparation or consultation work for others (with certain exceptions) while you are an employee of the Department of Revenue. Are you willing and able to meet this requirement? ___Yes ___No Explain: _____

Background Checks

- Any offer of employment will be made contingent on the outcome of our review of your background. Qualified applicants must possess a record that demonstrates: compliance with laws, rules, policies, and procedures; honesty; successful working relationships; regular and predictable attendance; and successful performance of duties.
- Your application must be complete and current. Any omission of information or inaccuracies regarding convictions, employment, or education will affect your chances of employment. Previous employment or criminal problems are not an automatic bar to employment but omissions and inaccuracies generally are.
- Checks that will be conducted:
 - Education Records. If used as a basis for your selection, original transcripts will be requested.
 - Employment Records. Dates of employment, duties held, eligibility for rehire, and attendance will be confirmed. Let us know in the "Additional Information" section if you do not want us to contact your current employer without first contacting you.
 - Criminal Record. New employees will be fingerprinted and checked through a national database.
 - Driving Record – if driving on the job is required, an accumulation of 6 or more points within the previous 24 months will result in a more in-depth review.
 - Tax Records.

