

**EMPLOYMENT APPLICATION**

**An Equal Opportunity Employer**

*If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.*

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Telephone(s)** **Home** ( ) \_\_\_\_\_ **Cell** ( ) \_\_\_\_\_ **Work** ( ) \_\_\_\_\_

**Position Applied for** \_\_\_\_\_

How did you hear about this position?  Advertisement  Walk-In  Referral (by whom?) \_\_\_\_\_

Other (explain) \_\_\_\_\_

If offered employment, when will you be available to begin? \_\_\_\_\_

What type of employment will you accept?  Full-Time  Part-Time  Temporary

Will you be available for shift work? ..... Yes  No

Will you be available to work weekends and/or holidays if necessary? ..... Yes  No

Have you been given a job description or had the requirements of the job explained to you?..... Yes  No

Do you understand the job requirements? ..... Yes  No

Can you perform the essential functions of this job with or without reasonable accommodation? ..... Yes  No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? ..... Yes  No

After an offer of employment, can you submit verification of your legal right to work in the United States?..... Yes  No

List other names, if any, you have used. \_\_\_\_\_

**EDUCATION RECORD**

Did you graduate from high school or receive a GED certificate?  Yes  No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational 1.				
2.				
College/University (Undergraduate) 1.				
2.				
Graduate School				

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**LICENSES** (Optional, unless required for the position for which you are now applying.)

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List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

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Answer only if position requires.

Do you possess a valid driver's license?  Yes  No

If so, license expires \_\_\_\_\_ Class \_\_\_\_\_ Restrictions (if any) \_\_\_\_\_

For positions that require typing: I certify that I can type at a speed of \_\_\_\_\_ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in \_\_\_\_\_

Written fluency in \_\_\_\_\_

List any special skills you possess and/or equipment or office machines you can operate.

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**OTHER INFORMATION**

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Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony, misdemeanor, (excluding juvenile adjudication), or any lesser crime other than a minor traffic infraction?.....  Yes  No

If yes, list all such offenses and provide date, name of court, and disposition. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

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Have you ever been disciplined in your employment related to workplace violence?.....  Yes  No

If yes, please explain.

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Do you presently use illegal drugs? .....  Yes  No

Have you ever been employed by **Town of Tonopah**? .....  Yes  No

If yes, please provide the following information:

Department \_\_\_\_\_ Position Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for Separation \_\_\_\_\_

Are you related to anyone who is currently employed by **Town of Tonopah**? .....  Yes  No

If yes, please provide the following information:

Related person's name \_\_\_\_\_ Department \_\_\_\_\_

Relationship \_\_\_\_\_

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**EMPLOYMENT HISTORY**

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Provide information regarding all paid employment (include military employment if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

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May we contact all employers listed? (Attach a list of any exceptions with an explanation.)  Yes  No

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Present Employer \_\_\_\_\_ Present Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Related Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Related Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Related Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_

City \_\_\_\_\_  Full-Time (30+ hrs/wk)     Part-Time (<30 hrs/wk)

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Related Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_

City \_\_\_\_\_  Full-Time (30+ hrs/wk)     Part-Time (<30 hrs/wk)

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor's Name/Title \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Related Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other relevant information that is not requested in this employment application.

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## ACKNOWLEDGMENTS

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Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Town of Tonopah, Human Resources Department.

- \_\_\_\_\_ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.
- \_\_\_\_\_ This application is the property of **Town of Tonopah** and will become part of my personnel file if I am hired.
- \_\_\_\_\_ I authorize **Town of Tonopah** to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with **Town of Tonopah**. In addition, I authorize **Town of Tonopah** to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize **Town of Tonopah** to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize **Town of Tonopah** to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.
- \_\_\_\_\_ In exchange for **Town of Tonopah's** consideration of my employment application, and/or any continued employment with **Town of Tonopah**, I authorize anyone possessing information to furnish it to **Town of Tonopah** upon request, and I release the organizations and all individuals providing the information or acquiring the information, including **Town of Tonopah**, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.
- \_\_\_\_\_ I further understand this consent will apply during the entire course of my employment with **Town of Tonopah** should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.
- \_\_\_\_\_ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with **Town of Tonopah**. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from **Town of Tonopah** constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that **Town of Tonopah** is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to **Town of Tonopah**. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.
- \_\_\_\_\_ Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060(2) states preference must be given, *if qualifications of applicants are equal*: a) first, to a honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_