INSTRUCTIONS FOR COMPLETING THIS PART-TIME APPLICATION

Any modification or re-creation of Human Resources official application will result in the application being rejected.

1. You must turn in a separate application for each job you want to apply for.

2. Print (black or blue ink), or type your information onto the application. If those reviewing your application can not read your writing you may not get credit for your experience.

3. Describe each job you list in detail and completely. Those reading your application may not understand what you have done in other jobs unless you explain exactly what your duties were.

4. Your application and any other paperwork you need to submit, certificates, etc., must be received by 5:00 p.m. on the closing date listed at the top of the job announcement.

5. Human Resources does not provide copies of applications or any other documents you submit. You need to make copies before you turn in your application package.
CLARK COUNTY APPLICATION FOR PART-TIME EMPLOYMENT
500 SOUTH GRAND CENTRAL PARKWAY, PO BOX 551791, LAS VEGAS, NV 89155-1791  (702) 455-4565

NOTE: ANY MODIFICATION OR RE-CREATION OF HR’S OFFICIAL APPLICATION OR SUPPLEMENTAL WILL RESULT IN THE APPLICATION BEING REJECTED.

POSITION YOU ARE APPLYING FOR: ___________________________________________ EXAM #: __________________

PERSONAL PROFILE

NAME: LAST ____________________________ FIRST ____________________________ MI __________

OTHER NAMES USED: ______________________ EMAIL ADDRESS: __________________

ADDRESS: ________________________________________________________________

CITY: __________________________________ STATE: _____ ZIP CODE: __________________

HOME PHONE: __________________________ ALTERNATE PHONE: __________________

AFTER OFFER OF EMPLOYMENT, CAN YOU SUBMIT PROOF OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? □ YES □ NO

DRIVER’S LICENSE: STATE: __________ CLASS: __________ ENDORSEMENT: __________

ARE YOU AN HONORABLY DISCHARGED VETERAN? □ YES □ NO (IF “YES”, YOU MUST SUBMIT A COPY OF YOUR DD-214 MEMBER-4 FORM WITH THIS APPLICATION STATING YOUR DISCHARGE WAS “HONORABLE”)

MARK ALL OF THE WORKING CONDITIONS YOU WILL ACCEPT:

☐ PERMANENT ☐ TEMORARY ☐ WEEKENDS ☐ PART-TIME ☐ NIGHTS

ARE YOU CURRENTLY EMPLOYED BY THE COUNTY? □ YES □ NO (IF “YES”, COMPLETE THE FOLLOWING)

TITLE: __________________________ DEPARTMENT: __________________________ DIVISION: __________________________

STATUS: ☐ PERMANENT ☐ PART-TIME ☐ TEMPORARY

DO YOU HAVE ANY RELATIVES WORKING FOR CLARK COUNTY? □ YES □ NO

IF YES, COMPLETE THE FOLLOWING:

NAME: __________________________ DEPARTMENT: __________________________ RELATIONSHIP: __________

EDUCATION

YOUR HIGHEST LEVEL OF EDUCATION: ☐ Some High School ☐ Some College ☐ Bachelor’s Degree

☐ Certificate of Attendance ☐ Technical College ☐ Master’s Degree

☐ High School, GED ☐ Associate’s Degree ☐ Doctorate

High School (name/city/state): Graduated: ☐ Yes ☐ No GED: ☐ Yes ☐ No Certificate of Attendance: ☐ Yes ☐ No

Junior College (name/city/state): Graduated: ☐ Yes ☐ No # Credits Completed: Major:

College/University (name/city/state): Graduated: ☐ Yes ☐ No # Credits Completed: Major/Minor:

College/University (name/city/state): Graduated: ☐ Yes ☐ No # Credits Completed: Major/Minor:

Trade/Vocational (name/city/state): Certificate Received: ☐ Yes ☐ No Date Received: Area of Study:
CLARK COUNTY APPLICATION FOR PART-TIME EMPLOYMENT

POSITION YOU ARE APPLYING FOR: _______________________________ EXAM #: __________

EXPERIENCE: STARTING WITH YOUR MOST RECENT JOB, INCLUDE ALL EMPLOYMENT. LIST ALL YOUR WORK/VOLUNTEER EXPERIENCE THAT QUALIFIES YOU FOR THE JOB YOU ARE APPLYING FOR. HUMAN RESOURCES WILL DETERMINE WHETHER OR NOT YOU MEET THE MINIMUM QUALIFICATIONS FOR THE JOB BASED ON YOUR EXPERIENCE AS YOU DESCRIBE IT ON YOUR APPLICATION. DO NOT SUBSTITUTE A RESUME, OR WRITE “SEE ATTACHED RESUME” FOR THIS APPLICATION, AS INFORMATION ON YOUR RESUME WILL NOT BE CONSIDERED.

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EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER? ☐ YES ☐ NO

1. COMPANY/AGENCY NAME: _______________________________

ADDRESS: _______________________________

CITY/STATE: _______________________________

PHONE NUMBER: _______________ HOURS WORKED PER WEEK: _______________

POSITION/TITLE: __________________ SUPERVISOR: __________________

START DATE: (MO/YR) __________________ END DATE: (MO/YR) __________________

DUTIES: ____________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

REASON FOR LEAVING:

2. COMPANY/AGENCY NAME: _______________________________

ADDRESS: _______________________________

CITY/STATE: _______________________________

PHONE NUMBER: _______________ HOURS WORKED PER WEEK: _______________

POSITION/TITLE: __________________ SUPERVISOR: __________________

START DATE: (MO/YR) __________________ END DATE: (MO/YR) __________________

DUTIES: ____________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

REASON FOR LEAVING:

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

(CCHR APP-PTH Rev 4/14)
CLARK COUNTY APPLICATION FOR PART-TIME EMPLOYMENT

POSITION YOU ARE APPLYING FOR: ________________________________       EXAM #: __________________

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EMPLOYMENT HISTORY (CONTINUED)

3. COMPANY/AGENCY NAME: _______________________________________________________

ADDRESS: ________________________________________________________________

CITY/STATE: ________________________________________________________________

PHONE NUMBER: ___________________       HOURS WORKED PER WEEK: ___________________

POSITION/TITLE: ___________________       SUPERVISOR: ___________________

START DATE: (MO/YR) ___________________       END DATE: (MO/YR) ___________________

DUTIES: ________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

REASON FOR LEAVING: ___________________________________________________

4. COMPANY/AGENCY NAME: _______________________________________________________

ADDRESS: ________________________________________________________________

CITY/STATE: ________________________________________________________________

PHONE NUMBER: ___________________       HOURS WORKED PER WEEK: ___________________

POSITION/TITLE: ___________________       SUPERVISOR: ___________________

START DATE: (MO/YR) ___________________       END DATE: (MO/YR) ___________________

DUTIES: ________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

REASON FOR LEAVING: ___________________________________________________
CLARK COUNTY APPLICATION FOR PART-TIME EMPLOYMENT

POSITION YOU ARE APPLYING FOR: ____________________________  EXAM #: ________________

NOTE: ANY MODIFICATION OR RE-CREATION OF HR’S OFFICIAL APPLICATION OR SUPPLEMENTAL WILL RESULT IN THE APPLICATION BEING REJECTED.

- List all criminal convictions that you have on your record, that are higher than a moving violation. Please include the state, date, and disposition of each conviction.

- Clark County, NV does not accept a resume in lieu of a completed employment application. Qualifying education and experience, including Clark County employment must be clearly documented in the Education and Work Experience sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.
  - I understand my resume will not be accepted in lieu of a completed employment application.

- Applicants must provide their work history, including Clark County employment, and job duties in their own words. Clark County, NV does not accept language copied word-for-word from a job description as qualifying job experience on an application.
  - I understand my application must be completed in my own words.

- The entire application must be completed to be considered. Incomplete applications or applications that are missing required documents will not be considered.
  - I understand that I must submit a completed application to be considered. I further understand that an incomplete application or applications that are missing required documents will not be considered.

- I am aware that in an effort to go Green, Clark County will only be sending electronic notices.
  - I understand that Clark County Human Resources will only be sending electronic notices.

- Clark County Human Resources will only accept degrees or credits earned from a college or university accredited by an official agency recognized by the US Department of Education. A listing of accredited universities is available at: http://ope.ed.gov/accreditation.
  - I understand the education accreditation requirement.

- Have you ever been employed at Clark County?
  - Yes  ☐  No  ☐

- Dates of employment with Clark County.

- What was your employment status?
  - Full-time  ☐  Part-time  ☐  Temporary  ☐

(CCHR APP-PTH Rev 4/14)
BY SUBMITTING THIS APPLICATION, I VERIFY ALL STATEMENTS MADE ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT:

1) ANY FALSE STATEMENTS OR INCOMPLETE INFORMATION WILL BE CAUSE FOR REJECTION OF MY APPLICATION MATERIALS OR DISCHARGE FROM EMPLOYMENT.

2) I UNDERSTAND THAT PRIOR TO EMPLOYMENT, I MUST SHOW PROOF OF CITIZENSHIP OR LEGAL RIGHT TO WORK IN THE UNITED STATES. I UNDERSTAND AS INDICATED ON THE ONLINE EMPLOYMENT APPLICATION I MUST LIST ALL CRIMINAL CONVICTIONS THAT I HAVE ON MY RECORD, THAT ARE HIGHER THAN A MOVING VIOLATION. I MUST INCLUDE STATE, DATE, AND DISPOSITION OF EACH CONVICTION. I FURTHER UNDERSTAND THAT A CONVICTION DOES NOT AUTOMATICALLY BAR ME FROM EMPLOYMENT. I UNDERSTAND THAT EMPLOYMENT IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION. PERIODICALLY AFTER EMPLOYMENT BACKGROUND INVESTIGATIONS MAY BE CONDUCTED.

SUBMITTING THIS APPLICATION AUTHORIZES CLARK COUNTY TO CONDUCT ANY AND ALL NECESSARY BACKGROUND CHECKS RELATED TO THIS POSITION.

SIGNED: ________________________ DATE: ________________________
PRINT NAME: ____________________________