



# CLARK COUNTY APPLICATION FOR PART-TIME EMPLOYMENT

## CLARK COUNTY HUMAN RESOURCES

500 S. GRAND CENTRAL PKWY 3<sup>RD</sup> FLOOR

PO BOX 551791

LAS VEGAS NV 89155-1791

PHONE: (702) 455-4565

FAX: (702) 455-2253

## 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.

[www.accessclarkcounty.com](http://www.accessclarkcounty.com)



# 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  TEMPORARY  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? COMPLETE THE FOLLOWING: \_\_\_\_\_ IF YES,

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

## EDUCATION

<b>YOUR HIGHEST LEVEL OF EDUCATION:</b>			
<input type="checkbox"/> Some High School	<input type="checkbox"/> Some College	<input type="checkbox"/> Bachelor's Degree	
<input type="checkbox"/> Certificate of Attendance	<input type="checkbox"/> Technical College	<input type="checkbox"/> Master's Degree	
<input type="checkbox"/> High School, GED	<input type="checkbox"/> Associate's Degree	<input type="checkbox"/> Doctorate	
High School (name/city/state):	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	GED: <input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate of Attendance: <input type="checkbox"/> Yes <input type="checkbox"/> No
Junior College (name/city/state):	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	# Credits Completed:	Major:
College/University (name/city/state):	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	# Credits Completed:	Major/Minor:
College/University (name/city/state):	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	# Credits Completed:	Major/Minor:
Trade/Vocational (name/city/state):	Certificate Received: <input type="checkbox"/> Yes <input type="checkbox"/> 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.**

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

## 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: \_\_\_\_\_

# CLARK COUNTY APPLICATION FOR PART-TIME EMPLOYMENT

POSITION YOU ARE APPLYING FOR: \_\_\_\_\_ EXAM #: \_\_\_\_\_

## **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: \_\_\_\_\_

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

I VERIFY BY MY SIGNATURE BELOW THAT ALL STATEMENTS MADE ON THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS OR INCOMPLETE INFORMATION MAY BE CAUSE FOR REJECTION OF MY APPLICATION OR DISCHARGE FROM EMPLOYMENT. I UNDERSTAND THAT THE COUNTY MAY MAKE INQUIRIES OF MY PREVIOUS EMPLOYERS TO VERIFY EXPERIENCE. I UNDERSTAND THAT PRIOR TO EMPLOYMENT, I MUST SHOW PROOF OF CITIZENSHIP OR LEGAL RIGHT TO WORK IN THE U.S. I UNDERSTAND I MUST SUBMIT A FELONY CONVICTION RECORD FORM AT TIME OF APPLICATION. I FURTHER UNDERSTAND THAT A CONVICTION DOES NOT AUTOMATICALLY BAR ME FROM EMPLOYMENT. I UNDERSTAND THAT I MUST SUCCESSFULLY PASS A COUNTY MEDICAL EXAMINATION, CRIMINAL BACKGROUND CHECK AND A DRUG TEST WHEN REQUIRED. MY SIGNATURE BELOW AUTHORIZES CLARK COUNTY TO CONDUCT ANY AND ALL NECESSARY BACKGROUND CHECKS RELATED TO THIS POSITION.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

# AFFIRMATIVE ACTION QUESTIONNAIRE

(PLEASE PRINT OR TYPE)

YOUR COOPERATION IN COMPLETING THE FOLLOWING QUESTIONS IS VOLUNTARY BUT APPRECIATED, AS THE INFORMATION YOU PROVIDE IS USED TO EVALUATE OUR RECRUITMENT AND OUTREACH EFFORTS AND TO GENERATE STATISTICAL REPORTS REQUIRED BY FEDERAL, STATE AND LOCAL AGENCIES. THIS INFORMATION WILL BE DETACHED FROM YOUR APPLICATION. NO DECISIONS IN THE SELECTION PROCESS WILL BE MADE BASED ON YOUR RESPONSES AND YOUR CHOICE NOT TO COMPLETE THIS SECTION WILL NOT ADVERSELY AFFECT YOUR EMPLOYMENT OPPORTUNITIES.

POSITION YOU ARE APPLYING FOR: \_\_\_\_\_ EXAM #: \_\_\_\_\_

NAME: LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MI \_\_\_\_\_

OTHER NAMES USED: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

AGE GROUP:  UNDER 18  18-39  40+ GENDER  MALE  FEMALE

ETHNICITY:  AFRICAN AMERICAN/BLACK  AMERICAN INDIAN OR ALASKAN NATIVE

ASIAN OR PACIFIC ISLANDER  CAUCASIAN  HISPANIC

SOURCE: HOW DID YOU LEARN ABOUT THIS JOB?

CLARK COUNTY HUMAN RESOURCES

COUNTY EMPLOYEE SUGGESTED I APPLY

COUNTY JOB HOTLINE

COUNTY HUMAN RESOURCES OUTREACH

JOB FAIR, LOCAL

COUNTY JOB ANNOUNCEMENT POSTED AT A LOCAL LIBRARY

COUNTY JOB ANNOUNCEMENT POSTER AT ANOTHER LOCAL GOVERNMENT AGENCY

COUNTY JOB ANNOUNCEMENT AT A LOCAL PRIVATE AGENCY

INTERNET, ACCESSCLARKCOUNTY.COM

INTERNET, CAREERSINGOVERNMENT.COM

OFFICE AT UNLV

OFFICE AT CSN

OFFICE AT OTHER UNIVERSITY OR COLLEGE

OFFICE AT LOCAL HIGH SCHOOL

REVIEW JOURNAL

OUT-OF-STATE NEWSPAPER

OTHER PUBLICATION: \_\_\_\_\_

OTHER: \_\_\_\_\_