



Clark County

Application for Employment

Clark County Human Resources
500 S. Grand Central Pkwy 3rd Floor
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Las Vegas, NV 89155-1791
Phone: 702-455-4565
Fax: 702-455-2253
www.accessclarkcounty.com

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

This application is part of the examination process. The entire application must be complete to be considered. Incomplete applications or applications which are missing required documents will not be considered.

1. You must turn in a separate application with each job you want to apply for.
2. Read the "Required Forms" portion of the job announcement carefully. It will tell you if there is anything else (supplemental examination, typing certificate, etc.) you need to turn in with your application.
3. Print (black or blue ink), or type your information onto the application. If those reviewing your application can't read your writing, you may not get credit for your experience.
4. Human Resources decides whether or not you meet the minimum qualifications for the job based on your experience as you describe it on your application. **Don't substitute a resume for your application, or write "see attached resume" on your application.** We don't review resumes, unless specifically stated on the job announcement.
5. Describe each job you list in detail and completely. Those reading your application may not understand what you've done in other jobs unless you explain exactly what your duties were.
6. You must list the hours you worked per week at each job. Job experience won't be counted if you list anything other than the actual hours per week you worked, or if you put "varies".
7. Part-time experience will be pro-rated.
8. Your application and any other paperwork, certificates, etc., you need to submit, must be received by 5:00 p.m. on the closing date listed at the top of the job announcement.
9. We can't make copies of this application or any other documents you submit. You need to make copies before you turn in your application packet.



CLARK COUNTY APPLICATION FOR EMPLOYMENT

TITLE OF POSITION: _____ EXAM #: _____		FOR H.R. DEPARTMENT USE	
NAME: LAST _____ FIRST _____ MI _____		Appr _____ Date _____	
OTHER NAMES USED: _____		Rej _____ Date _____	
MAILING ADDRESS: _____ APT. # _____		Comments: _____	
CITY: _____ STATE: _____ ZIP CODE: _____		_____	
HOME PHONE#: _____ WORK OR OTHER PHONE#: _____		E-MAIL ADDRESS: _____	
MARK ALL OF THE WORKING CONDITIONS YOU WILL ACCEPT: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Weekends <input type="checkbox"/> Part-Time <input type="checkbox"/> Nights <input type="checkbox"/> Stand-by <small>Temporary and/or part-time employment may not lead to permanent employment. Salaries for part-time and temporary employment may differ from the salary listed on the job announcement.</small>		ARE YOU NOW EMPLOYED BY THE COUNTY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", COMPLETE THE FOLLOWING: YOUR CLASSIFICATION TITLE: _____ DEPARTMENT: _____ DIVISION: _____ STATUS: <input type="checkbox"/> PERMANENT <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY	
DO YOU HAVE RELATIVES WORKING FOR THE COUNTY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES", COMPLETE THE FOLLOWING: NAME: _____ DEPARTMENT: _____ RELATIONSHIP: _____		I AM AN HONORABLY DISCHARGED VETERAN: <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If "yes", you must submit a copy of your DD-214 that states your discharge was "honorable" with this application.</small>	
EDUCATION			
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 EMPLOYMENT

Job Title: _____

Exam #: _____

Experience: Starting with your most recent job, 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.**

You may make as many copies of this page as you need to list your additional experience.

May we contact your present employer(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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FROM (Mo/Yr):	TO (Mo/Yr):	EMPLOYER:	1
YOUR JOB TITLE:		ADDRESS (City, State):	
HOURS WORKED PER WEEK <i>(do not put “varied”):</i>		DESCRIBE YOUR DUTIES:	
SUPERVISOR:		_____	
PHONE:		_____	
REASON FOR LEAVING:		_____	

FROM (Mo/Yr):	TO (Mo/Yr):	EMPLOYER:	2
YOUR JOB TITLE:		ADDRESS (City, State):	
HOURS WORKED PER WEEK <i>(do not put “varied”):</i>		DESCRIBE YOUR DUTIES:	
SUPERVISOR:		_____	
PHONE:		_____	
REASON FOR LEAVING:		_____	

FROM (Mo/Yr):	TO (Mo/Yr):	EMPLOYER:	3
YOUR JOB TITLE:		ADDRESS (City, State):	
HOURS WORKED PER WEEK <i>(do not put "varied"):</i>		DESCRIBE YOUR DUTIES:	
SUPERVISOR:			
PHONE:			
REASON FOR LEAVING:			

FROM (Mo/Yr):	TO (Mo/Yr):	EMPLOYER:	4
YOUR JOB TITLE:		ADDRESS (City, State):	
HOURS WORKED PER WEEK <i>(do not put "varied"):</i>		DESCRIBE YOUR DUTIES:	
SUPERVISOR:			
PHONE:			
REASON FOR LEAVING:			

IF YOU HAVE MORE JOBS TO LIST, PLEASE DESCRIBE THEM ON ADDITIONAL SHEETS OF PAPER AND STAPLE THEM TO THIS APPLICATION.

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 a background check on all education and experience listed on this application.

SIGNED: _____

DATE: _____

PRINT NAME: _____

SUPPLEMENTAL EXAMINATION

JOB TITLE
EXAM #

Instructions:

1. Answer the questions below on a separate piece of paper.
2. This is a written test. Answer each question separately, and include the following for each job you describe:
 - a) Employer's name
 - b) Dates of employment
 - c) Job Title
 - d) Hours worked per week
3. **Do not substitute a resume for this test—it will not be considered.**
4. Be sure to describe each job you list in detail and completely. Those scoring your test may not understand what you've done in other jobs unless you explain what you did clearly.

SUPPLEMENTAL EXAMINATION QUESTIONS

1. **List all degrees received, courses/seminars/training completed that are directly related to the position.**
2. **List all certifications or licenses that are relevant to this position.**
3. **Describe in detail your professional experience in XXX.**
4. **Describe in detail your professional experience in XXX.**
5. **Describe in detail your professional experience in XXX.**
6. **Describe in detail your professional experience in XXX.**

JOB TITLE

SUPPLEMENTAL EXAMINATION RATING GUIDE

The supplemental assessment is an examination used to evaluate an applicant's training and experience. This examination is rated as follows. After meeting the Qualification Requirements stated under the Requirements for Employment section of the Employment Opportunity Posting, the applicant's supplemental will then be rated and points awarded for each question. The applicant will receive 50 points for meeting the Qualification Requirements. The remaining **50 points will be awarded on the following basis:**

FACTOR	POINTS AVAILABLE
Question # 1 – Education	A maximum of X points is available for this question.
Question # 2 – Experience	A maximum of X points is available for this question.
Question # 3 – Experience	A maximum of X points is available for this question.
Question # 4 – Experience	A maximum of X points is available for this question.
Question # 5 – Experience	A maximum of X points is available for this question.
Question # 6 – Experience	A maximum of X points is available for this question.

The maximum score for this examination is 100%.

PROCEDURES FOR APPEALING A SUPPLEMENTAL SCORE/QUALIFICATION STATUS

A request for a re-evaluation of a supplemental rating or qualification status must be submitted in writing to the Employment Administrator within seven calendar days after postmarked date of the notice of a score or qualification status. A copy of the notice postmark and an explanation of why the evaluation is being requested are required. **No additional information other than that contained in the original application will be considered in the appeal for re-evaluation.** An Appeals Committee will be formed consisting of three members not involved in the original rating or evaluation process. The Committee will evaluate the supplemental assessment and will override any previous rating the candidate may have received. The candidate's score may remain the same, be raised, or lowered as a result of the appeal review process. The candidate will be informed of the Committee's decision within a reasonable timeframe. No information will be given out over the phone.

PERSONNEL POLICY III, EMPLOYEE RECRUITMENT & SELECTION:

Section III, E: The Office of Human Resources may disqualify an applicant, refuse to examine an applicant, or, after examination, refuse to certify an applicant, or remove an applicant from the eligibility list who:

(6) Has used, or attempted to use, any unfair method to obtain an advantage in an examination or appointment. Any applicant who receives or gives assistance resulting in an unfair advantage designed to aid an applicant in obtaining a job will be disqualified from the examination and may be barred from future examinations. County employees receiving such assistance or providing such assistance to an applicant may be disciplined up to and including termination.

PLEASE DETACH THIS SHEET ONLY AND RETAIN FOR YOUR RECORDS