

CLARK COUNTY APPLICATION FOR EMPLOYMENT PART-TIME

CLARK COUNTY HUMAN RESOURCES

500 S GRAND CENTRAL PKWY 3RD FLOOR PO BOX 551791 LAS VEGAS NV 89155-1791

> PHONE: (702) 455-4565 FAX: (702) 455-2253 www.clarkcountynv.gov

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 cannot 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 pm 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.



500 SOUTH GRAND CENTRAL PARKWAY, PO BOX 551791, LAS VEGAS, NV 89155-1791 (702) 455-4565

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

POSITION YOU ARE APPLYING FOR:		EXAM#:				
PERSONAL PROFILE						
NAME: LAST		_FIRST			MI	
OTHER NAMES USED:		_EMAIL ADD	DRESS:			
ADDRESS:						
CITY:		_STATE:	ZIP	CODE:		
HOME PHONE:		_ALTERNAT	E PHONE:			
AFTER OFFER OF EMPLOYMENT, CAN YOU, S OF YOUR LEGAL RIGHT TO WORK IN THE UN		YES	NO			
DRIVER'S LICENSE: STATE:	_CLASS:		ENDORSEM	ENT:		
ARE YOU AN HONORABLY DISCHARGED VET WITH THIS APPLICATION STATING YOUR DISCHARGE			F "YES", YOU M	NUST SUBMIT A COPY OF	YOUR DD-214 MEN	MBER-4 FORM
MARK ALL OF THE WORKING CONDITIONS YO	OU WILL ACCEPT:					
☐ PERMANENT ☐ TEMPORARY ☐ W	EEKENDS PA	ART-TIME	NIGHTS			
ARE YOU CURRENTLY EMPLOYED BY THE CO	OUNTY? YES	□ NO	(IF "YES", COM	IPLETE THE FOLLOWING)		
TITLE:	_DEPARTMENT:			DIVISIO	N:	
STATUS: PERMANENT PART-TIME	TEMPORARY					
DO YOU HAVE ANY RELATIVES WORKING FO IF YES, COMPLETE THE FOLLOWING:	R CLARK COUNTY?		YES N	0		
NAME:	_DEPARTMENT:			RELATIONSHIP):	
EDUCATION						
YOUR HIGHEST LEVEL OF EDUCATION:	Some High Scho	ool	Some C	ollege	Bachelor's Deg	ree
	Certificate of Atte	endance	Technica	al College	Master's Degree	е
	☐ High School, GE			te's Degree	Doctorate	
High School (name/city/state):		Graduated:		GED:	Certificate of A	Attendance:
		Yes	□ No	Yes No	Yes	□No
Junior College (name/city/state):		Graduated:		# Credits Completed:	Major:	
		Yes	□ No			
College/University (name/city/state):		Graduated:		# Credits Completed:	Major/Minor:	
		Yes	□No			
College/University (name/city/state):		Graduated:		# Credits Completed:	Major/Minor:	
		Yes Certificate	No Possived:	Date Received:		
Trade/Vocational (name/city/state):		Yes	No No	Date Neceiveu.	Area of Study:	

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: <u>ANY</u> 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:	
POSITION/TITLE:	SUPERVISOR:
START DATE: (MO/YR)	END DATE: (MO/YR)
DUTIES:	
REASON FOR LEAVING:	
2. COMPANY/AGENCY NAME:	
ADDRESS:	
PHONE NUMBER:	HOURS WORKED PER WEEK:
	SUPERVISOR:
START DATE: (MO/YR)	
DUTIES:	
REASON FOR LEAVING:	

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EMPLOYMENT HISTORY (CONTINUED)

3. COMPANY/AGENCY NAME:		
ADDRESS:		
CITY/STATE:		
PHONE NUMBER:		
POSITION/TITLE:	SUPERVISOR:	
START DATE: (MO/YR)	END DATE: (MO/YR)	
DUTIES:		
PHONE NUMBER:	HOURS WORKED PER WEEK:	
POSITION/TITLE:		
START DATE: (MO/YR)		
DUTIES:		
REASON FOR LEAVING:		

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

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 are 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

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 FURTHER UNDERSTAND THAT A RECORD OF CONVICTION DOES NOT AUTOMATICALLY BAR ME FROM EMPLOYMENT. I FURTHER UNDERSTAND THAT EMPLOYMENT IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION. I UNDERSTAND THAT CLARK COUNTY MAY CONDUCT POST-EMPLOYMENT BACKGROUND INVESTIGATIONS SHOULD I BECOME AN EMPLOYEE.

SUBMITTING THIS APPLICATION AUTHORIZES CLARK COUNTY TO CONDUCT ANY AND ALL PRE AND POST-EMPLOYMENT BACKGROUND CHECKS.

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:		E:
HOME PHONE:	ALTERNATE PHONE:	
AGE GROUP: UNDER 18 18-39 40+	☐ GENDER: MALE☐ FEMALE	
ETHNICITY: BLACK OR AFRICAN AMERICAN	<u> </u>	
☐ ASIAN ☐ WHITE ☐	HISPANIC OR LATINO TWO OR MO	
☐ NATIVE HAWAIIAN OR OTHER P	_	
SOURCE: HOW DID YOU LEARN ABOUT THIS JOB?	76.11.10.102.11.10.21.1	
CLARK COUNTY HUMAN RESOURCES		
COUNTY EMPLOYEE SUGGESTED I APPLY		
COUNTY JOB HOTLINE		
COUNTY HUMAN RESOURCES OUTREACH		
JOB FAIR, LOCAL		
JOB ANNOUNCEMENT POSTED AT ANOTHER GOVERN	NMENT AGENCY	
LOCALNEWSPAPER		
COUNTY JOB ANNOUNCEMENT AT A LOCAL PRIVATE A	GENCY	
INTERNET: CLARKCOUNTYNV.GOV		
NEVADA JOB CONNECT		
OUT-OF-STATENEWSPAPER		
SCHOOL OFFICE		
INDEED WEBSITE		
GOODWILL.JOBS		
LINKEDIN		
OTHER:		