



# APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES

(775) 782-9860

Fax (775) 782-9083

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

Dear Applicant,

Thank you for your interest in employment with Douglas County. We would like to take this opportunity to explain our recruitment process and answer some frequently asked questions.

- ◆ Applications are accepted for open positions only. Please indicate the title of the position for which you are applying on EACH application.
- ◆ You may access our application and open positions at our WEBSITE [www.douglascountyhr.com](http://www.douglascountyhr.com) or our **JOBLINE at (775) 782-9824**.
- ◆ A MASTER application may be completed. A clear photocopy of the application is acceptable for each position for which you are applying. Please provide a specific job title, original signature and current date on EACH photocopy. Please be advised that Human Resources is not able to make photocopies for applicants.
- ◆ Faxed applications are acceptable. Our fax number is (775) 782-9083.
- ◆ Resumes are not accepted in lieu of applications. However, applicants may attach a resume to their completed application.
- ◆ Applications and ALL REQUIRED DOCUMENTATION must be received by our office, on or before the closing date. Please be advised that no exceptions will be made.
- ◆ Please allow at least two weeks after the closing date for processing, before contacting our office regarding the status of the position. You will receive a written response from us within 30 days unless the recruitment is delayed.

If you have any further questions, please do not hesitate to contact our office. Once again, thank you for your interest in employment with Douglas County.

*Douglas County Human Resources Staff*



# Douglas County Employment Application

Received:

**Human Resources**  
**1594 Esmeralda Avenue, 1<sup>st</sup> Floor, P. O. Box 218**  
**Minden, Nevada 89423**  
**(775) 782-9860 – (775) 782-9070 TDD – (775) 782-9083 Fax**

If you have a disability and believe you require special accommodations during the selection process, please contact Human Resources to make the appropriate arrangements.

**Position Applied For:** \_\_\_\_\_  Full Time  Part Time  Seasonal/Temporary

Please answer each question completely. Please type or print clearly and legibly. Applications not filled out completely will not be considered. Return completed application to Douglas County Human Resources. Separate applications must be filed for each position. Photocopies of this application will be accepted with an original signature. Faxed copies are accepted by the deadline date at (775) 782-9083. Resumes accepted when attached to a completed application.

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

Address \_\_\_\_\_ Email Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

Cellular Phone \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Have you received a job announcement for this position?  Yes  No

Do you understand the job requirements for this position?  Yes  No

Can you perform the requirements of this job with or without reasonable accommodations?  Yes  No

Are you at least 18 years of age?  Yes  No

If No, please state your age: \_\_\_\_\_

Have you ever been employed by Douglas County?  Yes  No

If Yes, state the year employed and department: \_\_\_\_\_

Do you have relatives employed by Douglas County?  Yes  No

If Yes, please list name(s), and departments where employed:

Name \_\_\_\_\_ Department \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Department \_\_\_\_\_ Relationship \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No

**Following an offer of employment, you will be required to submit verification of your legal right to work in the United States.**

Have you ever been convicted of a crime (other than a minor traffic violation)?  Yes  No

If yes, state the date, location and nature of the offense: \_\_\_\_\_

Have you ever been discharged or terminated from any place of employment?  Yes  No

If so, please explain: \_\_\_\_\_

**NOTE: A termination or a conviction will not necessarily disqualify you from employment. It will be considered in terms of work to be performed.**

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List job-related Certificates/Licenses, Registrations or Training related to the position for which you are applying:

	<b>Date Completed</b>

**SPECIAL SKILLS:**  
 List any special skills you possess and/or equipment/tools or office machines you can operate related to this position:

\_\_\_\_\_

\_\_\_\_\_

Type: WPM \_\_\_\_\_ Computer/Software Skills \_\_\_\_\_

**EDUCATION RECORD**

Did you graduate from high school?  Yes  No

If No, did you receive a GED certificate?  Yes  No

Did you graduate from college?  Yes  No

School	Name And Location	Units	Major Study	H.S. Diploma/Degree Earned
High School				
College				
Trade/Business				
Graduate School				

**MILITARY SERVICE**

Have you ever been a member of the Armed Forces?  Yes  No

Branch \_\_\_\_\_ Rank \_\_\_\_\_ Discharge Type \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

Provide information regarding all paid, military, and volunteer work within the past ten years. Describe your current or most recent position first; then list other relevant positions in order, working down from the most recent. Use a separate block for each position – even if employment was with the same organization. Use additional sheets if necessary. Do NOT use references such as “See Resume” in place of completing this section. Insufficiently completed applications will not be considered.

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

Address: \_\_\_\_\_ From:(Mo.Yr.) \_\_\_\_\_ To:(Mo. Yr.) \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Number of Employees Supervised: \_\_\_\_\_

Supervisor’s Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

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

Address: \_\_\_\_\_ From:(Mo.Yr.) \_\_\_\_\_ To:(Mo. Yr.) \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Number of Employees Supervised: \_\_\_\_\_

Supervisor’s Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

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

Address: \_\_\_\_\_ From:(Mo.Yr.) \_\_\_\_\_ To:(Mo. Yr.) \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Number of Employees Supervised: \_\_\_\_\_

Supervisor’s Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

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

Address: \_\_\_\_\_ From:(Mo.Yr.) \_\_\_\_\_ To:(Mo. Yr.) \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Number of Employees Supervised: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

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

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 information that is not included in this employment application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES**

Give the name, address (home or business) and telephone number of three persons **NOT RELATED** to you and **NOT** former employers who have knowledge of your character, work experience, ability and accomplishments.

Name	Address	Occupation	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ACKNOWLEDGMENTS**

Please **READ ALL** of the following statements and **INITIAL EACH** to indicate you have read and understand each of the statements. If you have questions, contact Human Resources at (775) 782-9860.

\_\_\_\_\_ 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.

\_\_\_\_\_ Employment will be *at will* unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason.

\_\_\_\_\_ This application is the property of Douglas County and will become part of my personnel file if I am hired.

I certify that all statements contained on this application are true and correct. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. 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. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICANT DATA RECORD

**Position Applied For** \_\_\_\_\_

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

The information requested on this form will be used by Douglas County Human Resources for research and statistical purposes only. Federal and State laws make it unlawful to discriminate in employment on the basis of race, color, religion, national origin, disability or age. Your participation is voluntary and would be greatly appreciated. This information will be kept separate and confidential and will not be used to make any employment decision.

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_      Male \_\_\_\_      Female \_\_\_\_

Are you a disabled veteran?      \_\_\_\_ Yes      \_\_\_\_ No

Are you a veteran of the Vietnam era?      \_\_\_\_ Yes      \_\_\_\_ No

**Choose one ethnic group with which you most closely identify:**

- \_\_\_\_ White
- \_\_\_\_ Black
- \_\_\_\_ Asian
- \_\_\_\_ American Indian/Alaskan Native
- \_\_\_\_ Hispanic or Latino
- \_\_\_\_ Native Hawaiian/Pacific Islander
- \_\_\_\_ Two/More Races (Not Hispanic/Latino)

**How were you referred?**

- \_\_\_\_ Walk-In
- \_\_\_\_ Newspaper (please specify)
- \_\_\_\_ Job Flyer
- \_\_\_\_ State Employment Office
- \_\_\_\_ Professional Journal or Trade Publication (please specify)
- \_\_\_\_ College Placement Service
- \_\_\_\_ Friend or Relative
- \_\_\_\_ County Employee
- \_\_\_\_ Other (please specify)