



# CLARK COUNTY APPLICATION FOR EMPLOYMENT PART-TIME

## 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

[www.clarkcountynv.gov](http://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 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  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?  YES  NO  
IF YES, COMPLETE THE FOLLOWING:

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:

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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REASON FOR LEAVING: \_\_\_\_\_

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

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**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

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: \_\_\_\_\_