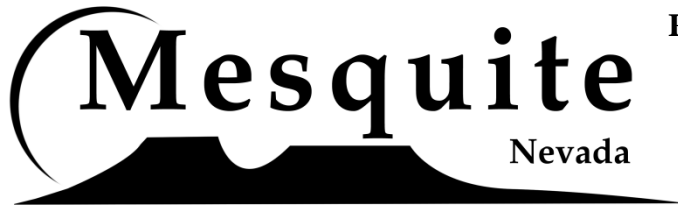


APPLICATION FOR EMPLOYMENT



Return to: **CITY OF MESQUITE**
Attention: Human Resource Dept.
10 East Mesquite Boulevard
Mesquite, Nevada 89027
(702) 346-5295; FAX 346-2795
www.mesquitenv.gov

The City of Mesquite is an Equal Opportunity Employer

Review the minimum qualifications listed on the job announcement. If you feel you meet the minimum qualifications, complete and submit this application to the City of Mesquite Department of Human Resources. BE THOROUGH AND COMPLETE ALL AREAS OF THE APPLICATION. The answers you provide will determine whether or not you will continue in the screening process. Your completed application, combined with any supplementary materials specified on the job announcement, MUST be received by the Department of Human Resources by the date and time (Pacific Time) specified on the job announcement. Incomplete, outdated, undated or unsigned application WILL NOT be processed. We are not responsible for materials lost or delayed in the U.S. Mail.

Faxed applications are accepted, unless otherwise indicated on the job announcement. Applications that are accepted by fax MUST BE RECEIVED by the City of Mesquite Department of Human Resources by the date and time (Pacific Time) specified on the job announcement.

Electronic applications are not accepted.

PLEASE TYPE OR PRINT ALL ANSWERS IN BLUE OR BLACK INK

POSITION APPLIED FOR			
PERSONAL INFORMATION			
NAME (LAST)	(FIRST)	(MIDDLE)	
OTHER NAMES USED (MAIDEN NAME, ALIAS, AKA, ETC.)			
ADDRESS (STREET, PO BOX, APARTMENT #, ETC)	(CITY)	(STATE/COUNTRY)	(ZIP CODE)
SOCIAL SECURITY NUMBER			
HOME PHONE NUMBER			
ALTERNATE PHONE NUMBER			
E-MAIL ADDRESS			
APPLICANT MAY BE NOTIFIED VIA E-MAIL OF APPLICATION STATUS			
May we contact you at work?	<input type="radio"/> YES	<input type="radio"/> NO	WORK NUMBER
Have you ever been employed by the City of Mesquite?	<input type="radio"/> YES	<input type="radio"/> NO	
IF "YES", provide dates of employment.	FROM:	TO:	

PERSONAL INFORMATION - CONTINUED

Are you a Nevada PERS retiree?	<input type="radio"/> YES <input type="radio"/> NO
Are you related to any City employee or elected City official?	<input type="radio"/> YES <input type="radio"/> NO
If "YES", provide name and relationship.	NAME: RELATIONSHIP:
Are you legally eligible for employment in the United States?	<input type="radio"/> YES <input type="radio"/> NO
Have you ever been bonded?	<input type="radio"/> YES <input type="radio"/> NO
If required, will you undergo a pre-employment physical?	<input type="radio"/> YES <input type="radio"/> NO
Do you presently use illegal drugs?	<input type="radio"/> YES <input type="radio"/> NO
Date available for work	
Are you currently awaiting trial on any charges?	<input type="radio"/> YES <input type="radio"/> NO

CONVICTION INFORMATION

Have you EVER been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a misdemeanor, gross misdemeanor or felony (excluding juvenile adjudication), or any lesser crime, other than a minor traffic infraction? (If "Yes", please provide detailed information for each incident below.)	<input type="radio"/> YES <input type="radio"/> NO
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DATE	LOCATION (CITY, STATE)	NATURE OF OFFENSE	DISPOSITION (PAID FINE, TIME SERVED, ETC.)

Have you been convicted of a moving traffic violation within the last five years? (If "YES" please provide detailed information for each incident below.)	<input type="radio"/> YES <input type="radio"/> NO
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DATE	LOCATION (CITY, STATE)	NATURE OF OFFENSE	DISPOSITION (PAID FINE, TIME SERVED, ETC.)

IMPORTANT NOTICE!

Include any conditions of your parole and/or probation, if applicable. DUI, reduction of DUI, reckless and careless driving convictions **MUST** be included. A criminal conviction does not necessarily preclude employment. Each case is considered on its individual merits.

OMISSION OF REQUESTED INFORMATION IS A BASIS FOR REJECTING AN APPLICATION.

This section can only be amended if a conviction occurs after the application has been time-stamped. In that event, it is your responsibility to provide any conviction updates to Human Resources during the life of the application.

Any misrepresentation or material omission of fact may be considered grounds for **DISQUALIFICATION** and/or **DISMISSAL**.

LICENSING

Do you possess a valid driver's license?
 If "YES" please provide the information below: YES NO

TYPE OF LICENSE		If commercial, provide type and endorsements, if any.
ISSUING STATE		
LICENSE NUMBER		
EXPIRATION DATE		

List any other valid, applicable licenses and certificates you hold

TYPE OF LICENSE OR CERTIFICATE	ISSUING STATE	REGISTRATION NUMBER	EXPIRATION DATE

EDUCATION AND TRAINING

When claiming college, business or vocational school credits for meeting minimum qualifications, you are required to submit a copy of your degree or a legible photocopy of your up-to-date transcript with this application. Failure to do so may delay processing or disqualify your application. All documents submitted become the property of the City of Mesquite Department of Human Resources and cannot be returned.

Did you pass all required proficiency exams AND receive a high school diploma YES NO

If "YES", please provide: SCHOOL NAME
LOCATION (City, State)

If "NO", do you have a GED certification? YES NO If "YES", please provide
DATE OBTAINED
LOCATION (City, State)

COLLEGE/UNIVERSITY NAME & LOCATION	FROM (MO/YR)	TO (MO-YR)	FIELD OF STUDY OR MAJOR	CREDIT HOURS COMPLETED	DEGREE EARNED (EX: Bachelor of Science) COPY <u>MUST</u> BE ATTACHED

BUSINESS/TRADE SCHOOL NAME AND LOCATION	FROM (MO/YR)	TO (MO-YR)	FIELD OF STUDY OR MAJOR	CREDIT HOURS COMPLETED	CERTIFICATE EARNED COPY <u>MUST</u> BE ATTACHED

LANGUAGE

In addition to ENGLISH, list any other language abilities you possess

Written Fluency

Verbal Fluency

SKILLS & QUALIFICATIONS

Summarize special skills, including computer skills, and qualifications acquired from employment or other experiences that may qualify you to work for the City

Typing YES NO If "YES", wpm

Productivity Software Experience Word Excel PowerPoint Access Publisher

Google Apps Experience Gmail Google Drive Google Calendar Others _____

Mobile/Audio Visual Devices Tablets Smartphones Projectors Smartboards

Other skills and/or equipment you can operate

REFERENCES: List three professional references.

Name	Telephone	Professional Association
1)		
2)		
3)		

EMPLOYMENT HISTORY

Provide your employment history (**MINIMUM 10 YEARS**), beginning with your most recent experience.

- Include volunteer and U.S. Military service
- Describe the work you performed in detail so that we can determine not only your tasks, but the level of responsibility. Failure to do so may delay processing or disqualify your application.
- List each promotion separately.
- Explain gaps between employment periods.
- If more space is needed, please complete and attach an Experience Addendum Sheet and/or additional pages as needed to fully detail your work experience.
- You are encouraged to attach a resume, but reference to a resume in lieu of completing this section is not permissible.

EMPLOYMENT HISTORY WILL BE VERIFIED

Current/Most recent employer			
Address			
Phone			
Your Job Title			
Supervisor's Name/Title			
Reason For Leaving			
Dates Employed	FROM	TO	SALARY: \$ <input type="radio"/> HOUR <input type="radio"/> MONTH <input type="radio"/> YEAR
Summarize work performed/job responsibilities:			
May we contact this employer for reference?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> LATER		

EMPLOYMENT HISTORY - CONTINUED

Prior employer			
Address			
Phone			
Your Job Title			
Supervisor's Name/Title			
Reason For Leaving			
Dates Employed	FROM	TO	SALARY: \$ <input type="radio"/> HOUR <input type="radio"/> MONTH <input type="radio"/> YEAR
Summarize work performed/job responsibilities			
May we contact this employer for reference?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> LATER		

Prior employer			
Address			
Phone			
Your Job Title			
Supervisor's Name/Title			
Reason For Leaving			
Dates Employed	FROM	TO	SALARY: \$ <input type="radio"/> HOUR <input type="radio"/> MONTH <input type="radio"/> YEAR
Summarize work performed/job responsibilities			
May we contact this employer for reference?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> LATER		

Prior employer			
Address			
Phone			
Your Job Title			
Supervisor's Name/Title			
Reason For Leaving			
Dates Employed	FROM	TO	SALARY: \$ <input type="radio"/> HOUR <input type="radio"/> MONTH <input type="radio"/> YEAR
Summarize work performed/job responsibilities			
May we contact this employer for reference?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> LATER		

ACKNOWLEDGEMENT, AUTHORIZATION AND AGREEMENT

This application will be used for one recruitment only. If you wish to apply for other positions with the City of Mesquite, you must submit an application for each position. Reference in this application to materials submitted with other applications cannot be considered. Since the information you submit on this application may be the entire examination process, your failure to provide complete information could delay or disqualify you from consideration. It is your responsibility to notify Human Resources in writing of any changes in address or phone number.

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.

This application is the property of the City of Mesquite and will become part of my personnel file if I am hired.

Unless indicated otherwise in this application, I authorize the City of Mesquite to contact any employer or individual that I have listed on my employment application and/or resume or mentioned during job interviews, to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with the City of Mesquite. In addition, I authorize the City of Mesquite to conduct a background search which includes criminal history and military history. In addition, if the position I am applying for requires driving an employer vehicle, I authorize employer to conduct a Department of Motor Vehicles (DMV) search. If the position to which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize the City of Mesquite to contact any institutions and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

In exchange for the City of Mesquite's consideration of my employment application, and/or my continued employment with the City of Mesquite, if any, I authorize anyone possessing information to furnish it to the City of Mesquite upon request, and I release the organizations and all individuals providing the information or acquiring the information, including the City of Mesquite from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

I understand this consent will apply during the entire course of my employment with the City of Mesquite should I obtain such employment. I understand and agree that this consent shall remain in effect indefinitely.

I further understand that if I am hired by the City of Mesquite, I will be employed on a trial basis for a period of at least six (6) months. During the trial period my employment relationship with the City of Mesquite is considered "at-will". Either I or the City may terminate the employment relationship with or without cause, with or without notice, for any reason not prohibited by law.

I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with the City of Mesquite. 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. I understand that neither this document nor any offer of employment from the City of Mesquite constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job related physical examination and drug screening upon conditional offer of employment. The physical exam and/or drug screening will be paid for by the City of Mesquite. If successful completion of a drug screening test is not obtained, I understand I will not be eligible for hire with the City of Mesquite. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

I further agree and hereby give my consent for the City to furnish any statistical data regarding this application that may be required for compliance with the Equal Employment Opportunity guidelines.

The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security number is voluntary on this application form. The number will be used by the City of Mesquite to help verify your identity and information contained on the application.

My signature below certifies that the information provided is true and correct to the best of my knowledge.

The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security number is voluntary on this application form. The number will be used by the City of Mesquite to help verify your identity and information contained on the application.

Signature of Applicant: _____ **Date:** _____

Pursuant to the requirement of the Americans with Disabilities Act , do you require reasonable accommodations during the application and/or testing process?	<input type="radio"/> YES	<input type="radio"/> NO
If "YES" please identify your need		

**- OPTIONAL -
EQUAL EMPLOYMENT OPPORTUNITY SURVEY**

The following information is necessary for the City of Mesquite to evaluate its recruiting and hiring practices and to prepare reports required by law for the State and Federal Governments. This information will be used solely for research and statistical purposes and in no way affects any employment decision. The **form is optional**, and your **voluntary cooperation** is appreciated.

We ask your help in filling in the blanks that apply to you. This form will be filed separately from your application by Personnel immediately upon receipt and the information will not be used to make employment decision that affects you.

POSITION APPLIED FOR		
NAME(LAST)	(FIRST)	(MIDDLE)
HOW DID YOU LEARN OF THIS POSITION?	<input type="radio"/> FRIEND <input type="radio"/> NEWSPAPER <input type="radio"/> INTERNET <input type="radio"/> OTHER	

GENDER	<input type="radio"/> MALE <input type="radio"/> FEMALE
DATE OF BIRTH	

ETHNIC ORIGIN	<p>Please check one box only for the category that most closely describes your ethnic background:</p> <p><input type="radio"/> American Indian or Alaskan Native – Persons having origins in any of the original peoples of north and South America (including Central America.)</p> <p><input type="radio"/> Asian – Persons having origins in any of the original peoples of the Far East, Southwest Asia or the Indian Subcontinent such as Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.</p> <p><input type="radio"/> African American (Not of Hispanic origin) – Persons having origins in any of the Black racial groups.</p> <p><input type="radio"/> Hispanic or Latino – Persons of Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture or origin, regardless of race.</p> <p><input type="radio"/> Native Hawaiian/Other Pacific Islander – Persons having origins in Hawaii, Guam, Samoa or the Pacific Islands.</p> <p><input type="radio"/> White (Not of Hispanic origin) – Persons having origins in any of the original peoples of Europe or North Africa.</p> <p><input type="radio"/> Two or More Races (Not of Hispanic origin)</p>
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AMERICANS WITH DISABILITIES ACT	<p>Pursuant to the requirement of the Americans with Disabilities Act, do you require reasonable accommodations during the application and/or testing process?</p> <p><input type="radio"/> YES <input type="radio"/> NO ---If "YES", please identify your need:</p>
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