



**EMPLOYMENT APPLICATION**  
**MINERAL COUNTY SCHOOL DISTRICT**  
**P.O. BOX 1540**  
**HAWTHORNE, NEVADA 89415**  
**(775) 945-2403**

**An Equal Opportunity Employer**

**If you have a disability and believe you require accommodation for the disability during the selection process, please contact us to make necessary arrangements**

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

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Telephone(s)**      **Home** ( ) \_\_\_\_\_ **Cell** ( ) \_\_\_\_\_ **Work** ( ) \_\_\_\_\_

**Position Applied for** \_\_\_\_\_

How did you hear about this position?     Advertisement     Walk-In     Referral (by whom?) \_\_\_\_\_

Other (explain) \_\_\_\_\_

If offered employment, when can you be available to begin? \_\_\_\_\_

What type of employment will you accept?                       Full-Time                       Part-Time                       Temporary

Will you be available for shift work?.....  Yes  No

Will you be available to work weekends and/or holidays if necessary? .....  Yes  No

Have you been given a job description or had the requirements of the job explained to you? .....  Yes  No

Do you understand the job requirements?.....  Yes  No

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

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? .....  Yes  No

After an offer of employment, can you submit verification of your legal right to work in the United States? .....  Yes  No

List other names, if any, you have used. \_\_\_\_\_

**EDUCATION RECORD**

Did you graduate from high school or receive a GED certificate?  Yes  No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational				
1.				
2.				
College/University (Undergraduate)				
1.				
2.				
Graduate School				

Applicant's Name \_\_\_\_\_

**LICENSES** (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

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

Answer only if position requires.

Do you possess a valid driver's license? .....  Yes  No

If so, license expires \_\_\_\_\_ Class \_\_\_\_\_ Restrictions (if any) \_\_\_\_\_

For positions that require typing: I certify that I can type at a speed of \_\_\_\_\_ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in \_\_\_\_\_

Written fluency in \_\_\_\_\_

List any special skills you possess and/or equipment or office machines you can operate.

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

**OTHER INFORMATION**

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony, misdemeanor, (excluding juvenile adjudication), or any lesser crime other than a minor traffic infraction?.....  Yes  No

If yes, list all such offenses and provide date, name of court, and disposition. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

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

Have you ever been disciplined in your employment related to workplace violence? .....  Yes  No

If yes, please explain.

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

Do you presently use illegal drugs? .....  Yes  No

Have you ever been employed by Mineral County School District? .....  Yes  No

If yes, please provide the following information:

Department \_\_\_\_\_ Position Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for Separation \_\_\_\_\_

Are you related to anyone who is currently employed by Mineral County School District?.....  Yes  No

If yes, please provide the following information:

Related person's name \_\_\_\_\_ Department \_\_\_\_\_

Relationship \_\_\_\_\_

\_\_\_\_\_

Applicant's Name \_\_\_\_\_

**EMPLOYMENT HISTORY**

Provide information regarding all paid, military, and volunteer work which may be related to the position for which you are applying. Describe your most recent position first; then list other positions in order held, beginning with the most recent. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

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

Present Employer \_\_\_\_\_ Present Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Duties: \_\_\_\_\_

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

Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Duties: \_\_\_\_\_

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

Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Duties: \_\_\_\_\_

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



**ACKNOWLEDGMENTS**

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Human Resources at (775)945-2403.

\_\_\_\_\_ 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 Mineral County School District and will become part of my personnel file if I am hired.

\_\_\_\_\_ I authorize Mineral County School District to contact any employer or individual that I have listed on my employment application and/or résumé 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 Mineral County School District. In addition, I authorize Mineral County School District to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize Mineral County School District to conduct a Department of Motor Vehicles (DMV) search. If the position for 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 Mineral County School District to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

\_\_\_\_\_ In exchange for Mineral County School District's consideration of my employment application, and/or any continued employment with Mineral County School District, I authorize anyone possessing information to furnish it to Mineral County School District upon request, and I release the organizations and all individuals providing the information or acquiring the information, including Mineral County School District, 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 further understand this consent will apply during the entire course of my employment with Mineral County School District should I obtain such employment. I understand and agree this consent shall remain in effect indefinitely.

\_\_\_\_\_ 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 Mineral County School District. 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 Mineral County School District 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. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

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

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**OTHER INFORMATION**

If you are not a current District employee, have you previously worked for the District? Yes   No    
When and Position?

Is a relative of yours currently employed by the District? Yes   No   Name:

Do you presently use illegal drugs? Yes   No   (if yes, please explain)

Have you ever been asked to resign from a position of employment or been dismissed, fired, discharged, suspended, or other wise subject to disciplinary action?  
Yes   No   (if yes, please explain)

Have you ever had a teaching license or certificate suspended or revoked?  
Yes   No   (if yes, please explain)

Have you ever been arrested for or convicted of any violation of the law other than a minor traffic ticket?  
Yes   No   (if yes, please explain)

Have you ever entered a plea of nolo contendere (no contest) to any charge against you other than a minor traffic infraction? Yes   No   (if yes, please explain)

Have you ever been granted deferred adjudication for a felony or any lesser crime, other than a minor traffic infraction? Yes   No   (if yes, please explain)

Do you have any criminal charges pending against you or are you currently involved in any criminal proceeding, including supervised or unsupervised probation, other than a minor traffic infraction?  
Yes   No   (if yes, please explain)

**NOTICE AND AUTHORIZATION FOR  
REQUESTING CONSUMER AND INVESTIGATIVE CONSUMER REPORTS<sup>1</sup>**

This form, which you should read carefully, has been provided to you because Mineral County School District may request consumer reports or investigative consumer reports in connection with your application for employment or at any time during the course of your employment with Mineral County School District, if hired, or for other employment-related purposes. Any information contained in such reports may be taken into consideration for purposes of evaluating your suitability for employment, promotion, reassignment, or retention as an employee. Additionally, in the event that claims or disputes between you and Mineral County School District are filed with any third parties, Mineral County School District may request consumer reports or investigative consumer reports for purposes of evaluation and response, regardless of whether you remain in the employ of Mineral County School District at the time such claims or disputes arise.

The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with your coworkers, neighbors, friends, associates, current or former employers, or other personal acquaintances.

**AUTHORIZATION**

I have carefully read and understand this notice and authorization form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to Mineral County School District (1) in conjunction with my application for employment, (2) during the entire course of my employment should I obtain such employment, and (3) after any such employment ends. I further understand that any and all information contained in my employment application or otherwise disclosed to Mineral County School District by me before, during, or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by Mineral County School District and confirm that all such information provided in connection with my employment application is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, an offer of employment or a promise of continued employment.

Name (printed) \_\_\_\_\_ Social Security Number \_\_\_\_\_

List any other names you have used \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date