



# EMPLOYMENT APPLICATION

An Equal Opportunity Employer

City of Yerington  
102 S. Main Street  
Yerington, NV 89447

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

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Are you a current City of Yerington employee? Yes  No  If Yes, what department? \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Department: \_\_\_\_\_

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 accommodations? Yes  No

Are you available for: Full Time Employment Yes  No  Casual (Intermittent) Employment Yes  No

### 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				

For positions which require a high school graduation or GED or a college degree, a copy of the high school diploma/GED certificate or college diploma may be required.

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

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

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

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

**OTHER INFORMATION**

If you are not a current City of Yerington employee, have you previously worked for the City of Yerington?

Yes  No  When? \_\_\_\_\_

Is a relative of yours currently employed by the City of Yerington? Yes  No  Name: \_\_\_\_\_

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony or any lesser crime, other than a minor traffic infraction? Yes  No  A conviction or guilty plea will not necessarily disqualify you for this job. If yes, list all such offenses and provide date, name of court, and disposition. You may omit minor violations for which you paid a fine of \$50 or less.

\_\_\_\_\_

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

**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 relevant positions in order, working down from the most recent. Use a separate block for each position -- even though with the same organization. List only employment, military service, volunteer work, or training which meets the requirements for this position. Use additional sheets if necessary. Do NOT use references such as "See Resume" in place of completing this section.

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

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

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

City, State, Zip: \_\_\_\_\_ Full-Time (30 + hrs./wk.) \_\_\_\_\_ Part-Time (< 30 hrs./wk.) \_\_\_\_\_

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

Related Duties:

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

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

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

City, State, Zip: \_\_\_\_\_ Full-Time (30 + hrs./wk.) \_\_\_\_\_ Part-Time (< 30 hrs./wk.) \_\_\_\_\_

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

Related Duties:

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

**EMPLOYMENT HISTORY (continued)**

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

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

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

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

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

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

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

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

**EMPLOYMENT HISTORY (continued)**

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

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

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

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.

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

**ACKNOWLEDGMENTS**

Please **READ ALL** of the following statements and **INITIAL EACH** of the boxes to indicate you have read and understand each of the statements. If you have questions, contact \_\_\_\_\_.

- Following an offer of employment, you will be required to submit verification of your legal right to work in the United States.
- 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 the City of Yerington may terminate my employment at any time with no advance notice and for any reason or no reason.
- This application is the property of the City of Yerington and will become part of my personnel file if I am hired.

I authorize the City of Yerington to contact any organization or individual that I have listed on my employment application and/or resume or mentioned in job interviews, and to obtain from them any relevant information regarding my previous employment, education, certificates, licenses, military service, criminal history, characteristics or traits, or other qualifications for employment with the City of Yerington.

In exchange for the City of Yerington's consideration of my employment application, I authorize anyone possessing this information to furnish it to the City of Yerington upon request, and I release the individual company or institution and all individuals providing the information or acquiring the information, including the City of Yerington, from all claims, liability, and damages whatsoever in furnishing, obtaining, or using said information including, but not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

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

**CITY OF YERINGTON**

**DISCLOSURE AUTHORIZATION & RELEASE FORM**

I, \_\_\_\_\_ (print name), authorize the City of Yerington to contact any employer or individual that I have listed on my employment application and/or resume or mentioned in job interviews, to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits, or other qualifications for employment and/or continued employment with the City of Yerington. I further authorize the City of Yerington to contact any institution and/or licensing authority for job-related information regarding education, licenses, and/or certificates which I may currently hold or may have held in the past.

In exchange for the City of Yerington's consideration of my employment application, and/or my continued employment with the City of Yerington, if any, I authorize anyone possessing this information to furnish it to the City of Yerington upon request, and I release the individual company or institution and all individuals providing the information or acquiring the information, including the City of Yerington, from all, liability, and damages whatsoever in furnishing, obtaining, or using said information including but not limited to, claims for defamation, libel, slanders, infliction of emotional distress, and interference with current or prospective economic relations.

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

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Name (Please sign)

\_\_\_\_\_  
Date

**NOTICE AND AUTHORIZATION  
CONCERNING CONSUMER AND INVESTIGATIVE CONSUMER REPORTS**

This form, which you should read carefully, has been provided to you because the City of Yerington 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 the City of Yerington 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 the City of Yerington are filed with any third parties, the City of Yerington may request consumer reports or investigative consumer reports for purposes of evaluation and response, regardless of whether you remain in the employ of the City of Yerington 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 co-workers, 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 the City of Yerington (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 job application or otherwise disclosed to the City of Yerington 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 the City of Yerington and confirm that all such information provided in connection with my job 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)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date