



APPLICATION FOR EMPLOYMENT
CITY OF SPARKS, NEVADA
 Sparks Municipal Court 1450 C Street, Sparks, NV 89431
 Attn: Court Administrator

.....An Equal Opportunity Employer

Title of Job Announcement: _____

NOTE: A resume may be submitted in addition to but not in place of full completion of this application.

Personal Profile

 First Name Middle Initial Last Name
 Former Last Names – If Applicable _____

 Mailing Address City State Zip

() _____ () _____
 Home Phone Alternate Phone

Do you possess a valid driver's license? Yes ___ No ___ State ___ Class ___

Can you, after employment, submit proof of your legal right to work in the United States? Yes ___ No ___

Have you ever been convicted of a felony or misdemeanor other than minor traffic citations? Include drunk driving, reckless driving, hit and run and military convictions. A yes answer to this question may not necessarily disqualify you from consideration for employment. Yes ___ No ___
 If you answered yes, please provide the type of conviction, date and a brief explanation.

Are you orally fluent in any languages other than English? Yes ___ No ___ If Yes, which ones? _____

Can you write proficiently in any language other than English? Yes ___ No ___ If Yes, which ones? _____

Are you related to any City of Sparks employee? Yes ___ No ___ If yes, please provide the following information:

Name of employee _____ Department _____ Relationship _____

Applications are occasionally shared with other public agencies. May we share your application? Yes ___ No ___

Education

Name & Location of Colleges or Trade Schools Attended	College Minor/Major or Major Course of Study	Semester Credits Completed	Degree Received

Certificates & Licenses

Type	Issued By	Date Issued	Expiration Date

List any other specific **job related** knowledge, skills, abilities, training or experience that qualifies you for **this position**. You may include volunteer experience, military experience or any other experience gained from employment or life experience such as computers, typing speed, machinery you can operate, office equipment, etc. Please provide the type of experience and the numbers of years in each.

<p align="center">CITY OF SPARKS EMPLOYMENT APPLICATION RECEIPT 431 Prater Way, SPARKS, NV 89431</p> <p>Please complete the top two lines of this section.</p> <p>This verifies that the application of:</p> <p>(PRINT) LAST NAME FIRST NAME M.I.</p> <p>For the position of: _____</p> <p align="center">TITLE OF POSITION</p> <p>Has been received by the human resources division.</p> <p>Received by: _____</p> <p align="center">Human Resources Staff Signature</p>	<p align="center">OPTIONAL APPLICANT TRACKING FORM – Complete Both Sides</p> <p>To further our commitment to Equal Employment Opportunity, we request your cooperation in voluntarily providing the following information essential to the success of our program. The information will be detached from the application and used by Human Resources for research and statistical purposes only. Federal and state laws prohibit discrimination in employment on the basis of race, color, religion, sex or national origin, age or disability.</p> <p><input type="checkbox"/> White: (not of Hispanic origin): Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.</p> <p><input type="checkbox"/> Black: (not of Hispanic origin): Persons having origins in any of the Black racial groups of Africa.</p> <p><input type="checkbox"/> Hispanic or Latino: Persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.</p> <p><input type="checkbox"/> Asian: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, (example China, India, Japan, and Korea).</p> <p><input type="checkbox"/> Pacific Islander: Persons having origins in any of the original peoples of the Hawaiian Islands or the Pacific Islands (example, Hawaii, Philippine Islands and Samoa).</p> <p><input type="checkbox"/> American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p> <p><input type="checkbox"/> Two or More Races: Persons having origins from more than one of the above categories.</p>
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Employment History

List all employment within the last ten years, **BEGINNING WITH YOUR CURRENT OR MOST RECENT EMPLOYER AND WORKING BACKWARDS**. List each change of title or promotion separately. Account for periods of unemployment and indicate any experience relevant to the position for which you are applying (e.g., volunteer work, military experience, experience gained over last ten years.) Attach an additional sheet if extra space is needed. Employment verification may be made regarding your past experience. Check the Job Announcement for details on the qualifications the City is seeking.

May we contact your present employer? Yes ___ No ___

EMPLOYER:	TITLE:
SUPERVISORS NAME:	EMPLOYMENT DATES: _____ TO _____
PHONE: ()	HOURS WORKED PER WEEK:
ADDRESS:	ENDING SALARY:
CITY: _____ STATE: _____ ZIP: _____	REASON FOR LEAVING:
DUTIES:	

EMPLOYER:	TITLE:
Supervisors Name:	Employment Dates: _____ to _____
Phone: ()	Hours Worked Per Week:
Address:	Ending Salary:
City: _____ State: _____ Zip: _____	Reason for Leaving:
Duties:	

EMPLOYER:	TITLE:
Supervisors Name:	Employment Dates: _____ to _____
Phone: ()	Hours Worked Per Week:
Address:	Ending Salary:
City: _____ State: _____ Zip: _____	Reason for Leaving:
Duties:	

References

List three business references that have direct knowledge and experience of your work skills: (Name/Title/Address/Phone)

Name:	Name:	Name:
Title:	Title:	Title:
Phone:	Phone:	Phone:
Address:	Address:	Address:

Certificate of Applicant

Please read the following carefully before signing and dating this application form

I hereby certify that all statements made in this application are true and I understand any false statement of material facts herein may cause my forfeiture to any employment with the City of Sparks. I authorize the City of Sparks to obtain information relating to my previous employment, education, criminal or personal history records and in the case of a bona fide occupational requirement, medical records. I agree to release to the City of Sparks, its agents and employees from liability for the obtaining and use of information from these sources or developed as a result of contacting these sources. 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 regardless of length of employment. I understand neither this document nor any offer of employment from the City of Sparks constitutes an employment contract unless a specific written document to that effect is executed between the City of Sparks and me. I understand that to be considered for employment with the City of Sparks, I must submit to a controlled substance screening after a contingent offer of employment is made. I hereby consent to testing and authorize the disclosure of the results to the City of Sparks.

Signature: _____ **Date:** _____

SMC 01/12

<p>Applicant Tracking Form (continued)</p> <p>Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>How did you learn of this employment opportunity? (Please Check One)</p> <p><input type="checkbox"/> City Job Hotline <input type="checkbox"/> City Employee</p> <p><input type="checkbox"/> Employee Referral <input type="checkbox"/> City Of Sparks Website</p> <p><input type="checkbox"/> GovernmentJobs.com <input type="checkbox"/> Reno Gazette Journal</p> <p><input type="checkbox"/> California Job Journal <input type="checkbox"/> Jobs Available Publication</p> <p><input type="checkbox"/> Other Internet Site <input type="checkbox"/> Walk In <input type="checkbox"/> Other:</p>	<p style="text-align: center;">Submit Application to: Heidi Shaw, Court Administrator Sparks Municipal Court 1450 C Street Sparks, NV 89431</p>
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