

Employment Application

EXACT TITLE OF THE POSITION FOR WHICH YOU ARE APPLYING

INSTRUCTIONS

This Parks, Recreation & Community Services Temporary employment application must be filled out completely.
Please see job announcement for further instructions.
 To return application by mail, send to: **City of Reno, Parks, Recreation & Community Services • P.O. Box 1900 • Reno, NV 89505**
 Applications may be dropped off in person at: **City Hall • 1 East First Street • 11th Floor**

APPLICANT INFORMATION

Last Name	First Name	Middle Initial		
Home Address	City	State	Zip	
Mailing Address	City	State	Zip	
Home Telephone Number ()	Work Telephone Number ()			
Driver's License Number	State	Expiration Date		

		YES	NO																
To qualify for appointment, applicants must be a minimum 18 years of age unless otherwise specified in the job announcement. If hired, can you furnish proof of your age?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
For Public Safety Positions Only (Police, Fire, Dispatch Center): All others write "N/A". Have you ever been convicted of a crime other than minor traffic citations (minor, for which the fine was \$150.00 or less)? If NO PLEASE INDICATE IN THE TEXT BOX. If YES, please provide date(s) and place(s) and fully explain the situation. A conviction is not necessarily a bar to employment. OMISSION OF INFORMATION MAY BE CONSIDERED CAUSE FOR DISQUALIFICATION OR DISMISSAL. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Can you work legally in the United States? If hired, documentation showing eligibility for employment in the United States and identity will be required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Are you related to any City of Reno employee, elected official or any member of a City of Reno Board, agency or commission established by Nevada Revised Statutes? If YES, please list their name, the organizational unit they work with and their family relationship to you in the text box below. If NO please enter "No" into the text box. If more room is needed, please use a separate sheet of paper. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Family Member's Name</th> <th style="width: 30%;">Organizational Unit They Work For</th> <th style="width: 30%;">Relationship To You</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Family Member's Name	Organizational Unit They Work For	Relationship To You	_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
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Have you ever been employed by the City of Reno? If yes, please give date(s), job title(s), department location(s) and reason(s) for separation. If more room is needed, please use a separate sheet of paper. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 20%;">Job Title</th> <th style="width: 20%;">Department Location</th> <th style="width: 45%;">Reason For Separation</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Date	Job Title	Department Location	Reason For Separation	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Would you be willing to accept temporary employment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Would you be willing to accept part-time employment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Do you request veteran's preference? Pursuant to Civil Service rules, it will be used as a tie breaker. To receive credit for veteran's preference, an applicant must submit proof of honorable discharge (DD214) before the close of the application period. Six months reservists are not eligible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																

Starting salary desired: \$ _____

E D U C A T I O N A N D T R A I N I N G

NAME OF SCHOOL/PROGRAM	LOCATION (City, County, State)	DEGREE, DIPLOMA OR CERTIFICATE OBTAINED (Include degree major and minor college course work)
High School		
Business, Technical or Vocational Programs		
College/University		
Other		

List certificates, licenses and registrations you possess (list only those which pertain to the position for which you are applying).
 Include Journey Level (example: plumber, EMT II).

E M P L O Y M E N T H I S T O R Y

Beginning with your present or most recent position, list your employment for at least the last seven (7) years. You may include volunteer and military experience. Use additional sheets if necessary. "Work Experience Continued" sheets are available on request. Do not use "refer to attachment" statements, please fill out completely.

Name of Employer	Name Under Which You Were Employed	Type of Business	
Address		Phone ()	
Reason For Leaving	May We Contact Now?	Name of Supervisor	
Title of Position Held	Employed From: _____ Mo. _____ Yr. To: _____ Mo. _____ Yr.	Hrs. Per Week	Last Salary

Please identify most important tasks/duties performed and percentage of time spent on each task.

Description of Task	Approx. % of Time
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of employees you supervised? _____

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

I hereby certify that all statements made in this application are true, and 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 Reno. 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 Reno, constitutes an employment contract unless a specific document to that effect is executed by the City of Reno and the employee in writing. I further understand that to be considered for employment with the City of Reno, I must submit to a post-offer employment physical examination, reference checks and a criminal history background check. I understand that additional information may be required of me. 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 hereby acknowledge that I have read and agree to the above statement.

 Signature/Acknowledgement

 Date Signed

The City of Reno is an Equal Opportunity Affirmative Action Employer. Individuals requiring accommodation during the application and/or hiring process should notify the Department of Human Resources at (775) 334-2285 prior to the filing deadline.

A P P L I C A N T : L E A V E T H I S S P A C E B L A N K

Accept
 Reject Experience: _____
 Reject Education: _____
 Reject License or Certification: _____