



EMPLOYMENT APPLICATION
Nevada Senate
401 S. Carson Street
Carson City, NV 89701-4747
Equal Opportunity Employer



[Read Instructions Before Proceeding](#)

<input type="checkbox"/> I am applying for a position with the Nevada Senate.		
List Title/s of Job/s applying for – Use Title/s noted in Announcement/s: _____		
Last Name: _____	First Name: _____	Middle Name: _____
Date available for employment: _____		
Mailing Address: _____		
City: _____	State: _____	Zip Code: _____
Home Phone (Include Area Code): _____	Work Phone (Include Area Code): _____	
Cell Phone (Include Area Code): _____	E-mail: _____	
Member of: Sheriff's Department Search and Rescue: <input type="radio"/> Yes <input type="radio"/> No Reserve Unit of Civil Air Patrol Unit: <input type="radio"/> Yes <input type="radio"/> No	<i>(Disclosure required by State law NRS 414.250)</i>	
SPECIAL SKILLS/LICENSES		
Professional License/Certification/Registration (Examples: Doctor, Lawyer, CPA, etc.)		
Title: _____		
License No.: _____		
Issue Board and State: _____		
Driver's License No.: _____		
State: _____ Class: _____ Expiration Date: _____		
Software Applications: <input type="checkbox"/> Access <input type="checkbox"/> Excel <input type="checkbox"/> Outlook <input type="checkbox"/> PowerPoint <input type="checkbox"/> Publisher <input type="checkbox"/> Word		
Other: _____		
In addition to English, I possess <input type="checkbox"/> verbal <input type="checkbox"/> written fluency in: _____		
EDUCATION		
Highest Year Completed: 11 12 13 14 15 16 17 18 19 20		
High School		
High School Name: _____ Location: _____		
Did you graduate? <input type="radio"/> Yes <input type="radio"/> No High school equivalent: <input type="radio"/> GED <input type="radio"/> USAF Other: _____		

COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL

School Name: _____
Location: _____ Dates of Attendance (Year) From: _____ To: _____
Degree Received: _____ Date Degree Received: _____
Major: _____ Minor: _____

School Name: _____
Location: _____ Dates of Attendance (Year) From: _____ To: _____
Degree Received: _____ Date Degree Received: _____
Major: _____ Minor: _____

BUSINESS, TECHNICAL OR VOCATIONAL SCHOOL

School Name: _____
Location: _____ Dates of Attendance (Year) From: _____ To: _____
Date Certificate Received: _____ Percentage of Program Complete: _____
Title of Program or Subjects Taken: _____

School Name: _____
Location: _____ Dates of Attendance (Year) From: _____ To: _____
Date Certificate Received: _____ Percentage of Program Complete: _____
Title of Program or Subjects Taken: _____

EMPLOYMENT HISTORY

Current or Last Employer: _____ City, State: _____
Job Title: _____ Supervisor: _____
Length of Experience Total: _____ From: _____ To: _____
 Full Time Part Time (_____ Hrs/Wk) Last Month Salary: _____
Reason for Leaving: _____
Major Activities (limited to 170 characters):

Number of People you supervised: _____ Equipment Used: _____

Current or Last Employer: _____ City, State: _____
Job Title: _____ Supervisor: _____
Length of Experience Total: _____ From: _____ To: _____
 Full Time Part Time (_____ Hrs/Wk) Last Month Salary: _____
Reason for Leaving: _____
Major Activities (limited to 170 characters):

Number of People you supervised: _____ Equipment Used: _____

EMPLOYMENT HISTORY (cont.)

Current or Last Employer: _____ City, State: _____

Job Title: _____ Supervisor: _____

Length of Experience Total: _____ From: _____ To: _____

Full Time Part Time (_____ Hrs/Wk) Last Month Salary: _____

Reason for Leaving: _____

Major Activities (limited to 170 characters):

Number of People you supervised: _____ Equipment Used: _____

Current or Last Employer: _____ City, State: _____

Job Title: _____ Supervisor: _____

Length of Experience Total: _____ From: _____ To: _____

Full Time Part Time (_____ Hrs/Wk) Last Month Salary: _____

Reason for Leaving: _____

Major Activities (limited to 170 characters):

Number of People you supervised: _____ Equipment Used: _____

Current or Last Employer: _____ City, State: _____

Job Title: _____ Supervisor: _____

Length of Experience Total: _____ From: _____ To: _____

Full Time Part Time (_____ Hrs/Wk) Last Month Salary: _____

Reason for Leaving: _____

Major Activities (limited to 170 characters):

Number of People you supervised: _____ Equipment Used: _____

REFERENCES

References — List two references for contact purposes:

First Reference Name: _____ Company: _____

Relationship: _____ Phone Number: _____

Address: _____ City, State: _____

Second Reference Name: _____ Company: _____

Relationship: _____ Phone Number: _____

Address: _____ City, State: _____

IMPORTANT

1. I hereby declare under penalty of perjury that all information and statements which I have provided in this application are true, accurate and complete to the best of my knowledge. In addition, I understand that intentionally providing false, inaccurate or incomplete information or statements is cause for immediate termination of employment.
 2. At the time of application, I attest that I have the legal right to reside and work in this country (proof required upon employment).
 3. In connection with this application, I authorize the Nevada Senate and any agent acting on its behalf to conduct an inquiry into any information related to my potential or continued employment with the Nevada Senate and authorize the release of any such information, including, but not limited to, any criminal conviction on my record. (Check box below if you do not want your present employer contacted.) Moreover, I hereby release the Nevada Senate and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.
- I request that you do not contact my present employer unless necessary to determine my qualifications for the position.

Signature (Do not print) _____ Date: _____

VOLUNTARY EMPLOYMENT QUESTIONNAIRE

The following information is used by the Legislative Counsel Bureau for research and statistical purposes only. Federal and State laws make it unlawful to discriminate in employment on the basis of race, color, religion, sex, national origin, handicap or age. Your participation is voluntary and is greatly appreciated should you choose to do so. This information is kept separate and confidential and will not be used to make any employment decision.

Choose one ethnic group with which you most closely identify:

- American Indian or Alaskan Native. (All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliations or community recognition.)
- Asian/Pacific Islander. (All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.)
- Black. (Not of Hispanic origin: All persons having origins in any of the Black racial groups.)
- Hispanic. (All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.)
- White. (Not of Hispanic origin: All persons having origins in any of the original people of Europe, North Africa or the Middle East.)

Year of Birth: _____

Gender: Male Female

INSTRUCTIONS

1. **Read the job announcement/s carefully** before applying. Job announcements contain special instructions and requirements. It is your responsibility to ensure that you meet those requirements.
2. **Do not substitute a résumé or other application form for this application.**
3. **Write the exact job title/s** as specified on the job announcement/s.
4. **Employment History Section. Be specific and complete.** The information provided will be used to determine if you meet the minimum qualifications.
 - a. List your present or most recent experience first. Include all job-related volunteer and/or unpaid experience.
 - b. List each job (including promotions) separately, even if it was within the same organization.
 - c. If you attach additional information sheet(s), include **all** of the information requested on the application; i.e., dates of experience, hours per week, etc.
 - d. If the hours per week on a job vary, use the **average** number of hours per week. Part-time experience is prorated according to the number of hours worked, using a 40-hour week as the standard for full-time work.
 - e. To receive proper credit, list the most important and/or time-consuming activities. Do not include unimportant duties that are performed only occasionally.
5. Sign and date the application. Your signature indicates your agreement and understanding of the statements on this page.
6. Retain a copy of the application.
7. **Submit the application as directed on the job announcement/s.**
8. Your application and all attachments become the property of the Nevada Senate and cannot be returned. Work samples, letters of recommendation and other documentation **should** be submitted with the application.
9. The incomplete or improper completion of an application will result in the application being rejected.

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