



STATE OF NEVADA  
**EMPLOYMENT APPLICATION**  
**NEVADA STATE DEPARTMENT OF PERSONNEL**

209 East Musser Street, Suite 101 Carson City, NV 89701-4204 Phone (775) 684-0150  
555 East Washington Avenue Las Vegas, NV 89101-1046 Phone (702) 486-2900

Equal Opportunity Employer / Affirmative Action

Web Site: <http://dop.nv.gov>

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**READ INSTRUCTIONS BEFORE PROCEEDING**

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**INSTRUCTIONS**

1. **Read the job announcement carefully** before you apply. Job announcements contain special instructions and requirements. It is your responsibility to ensure that you meet those requirements. If you have not seen a job announcement, you can receive or view one by:
  - Visiting a Department of Personnel office in Carson City or Las Vegas.
  - Visiting a Nevada JobConnect office.
  - Calling a Department of Personnel office in Carson City, 775-684-0150, or Las Vegas at 702-486-2900. If calling from outside these areas, but within Nevada, call toll-free 1-800-992-0900, extension 150, during working hours.
  - Visiting our website.
2. **Do not substitute a resume or other application form for this application.** Resumes may be attached only for additional information.
3. **Print clearly in dark ink or type.** Give complete and accurate information.
4. Complete a **separate application** for each job. Photocopies are acceptable, but original signatures are required. **Write the exact job title and announcement number** as specified on the job announcement.
5. Veterans' preference (per U.S.C. 38.4211) may be used for all open-competitive examinations, **but only for one promotional examination.** Veterans' preference requires proof; e.g., DD214. Disabled veterans receive additional preference; letter from Veteran's Administration is required. Preference for being the widow/widower of a veteran requires proof of marriage, military service and death.
6. An applicant offered employment in a position affecting public safety may be required to take a controlled substance screening test. Employment is contingent on passing the test. The job announcement will indicate if this is a requirement.
7. Employment History Section. Be specific and complete. The information provided will be used to determine if you meet the minimum qualifications, and, if an examination is required, whether you will be admitted. For jobs with a training and experience rating, scores may be based upon information in this section.
  - List your present or most recent experience first. Include all job-related volunteer and/or unpaid experience.
  - List each job (including promotions) separately, even if it was within the same organization.
  - 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.
  - 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.
  - To receive proper credit, list the most important and/or time consuming activities and the percentage of time spent on each for each position. Percentages should add up to 100%. Do not include unimportant duties that are performed only occasionally.
8. Sign and date the application. Your signature indicates your agreement with the statements listed above it and understanding of the statements listed on this page.
9. Retain a copy of the application for presentation to the hiring agency when called for an interview. **The Department of Personnel cannot supply copies.**
10. **Submit the application as directed on the job announcement.** Your application must be delivered to the agency designated on the bottom of the job announcement by 5:00 p.m. on the final filing date. Applications received after 5:00 p.m. of the final FILING DATE WILL NOT BE ACCEPTED. Additional information may not be accepted after the close of the filing period.
11. Your application and all attachments become the property of the Department of Personnel and cannot be returned. Work samples, letters of recommendation and the like should **not** be submitted with the application. You may take such material with you to the actual employment interview.
12. The incomplete or improper completion of an application may result in the application being returned or rejected.
13. Attention Current State Employees. You must indicate your Department, and, if applicable, your Division. If you are unsure, contact your supervisor or agency personnel office.
14. Contact the Department of Personnel at the numbers listed in No. 1 above if you have any questions about completing the application or if there is any change to your name, address, telephone number or promotional status.



STATE OF NEVADA
EMPLOYMENT APPLICATION

Nevada State Department of Personnel
Carson City, Nevada 89701-4204 or
Las Vegas, Nevada 89101-1046
Equal Opportunity Employer/Affirmative Action

Table with 2 columns: RECEIVED, APP IN. Row 2: ID#

Job Title for which you are applying: \_\_\_\_\_

Announcement Number: \_\_\_\_\_

CONTACT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Mailing Address (Street or P.O. Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

AVAILABILITY

Date you will be available for employment: \_\_\_\_\_

Type of work you will accept (check all that apply)

- Permanent Full-Time, Permanent Part-Time, Intermittent (on-call), Temporary, Seasonal, Shiftwork/Weekends

How much of your work week would you be willing to travel?

- None, Up to 25%, Up to 50%, More than 50%

Geographic location(s) you will accept (check all that apply)

- Battle Mountain, Carson City, Minden, Gardnerville, Hawthorne, Lake Tahoe, Mesquite, Silver Springs, Lahontan, Fernley, Winnemucca, Other (specify), Boulder City, Elko, Henderson, Las Vegas, Pahrump, Tonopah, Yerington, Caliente, Ely, Indian Springs, Laughlin, Pioche, Virginia City, Carlin, Fallon, Jean, Lovelock, Reno, Sparks, Wells

Agencies in which you are willing to accept employment (check all that apply)

- Administration, Conservation, Education, Information Technology, Personnel, Public Utilities Commission, Transportation, Nevada System of Higher Education (NSHE), Agriculture, State Controller, Employment Training and Rehabilitation, Military, Public Employees Benefits Program, Secretary of State, Treasurer, Attorney General's Office, Corrections, Gaming Control Board, Motor Vehicles, Public Employees Retirement System, Taxation, Veterans Services, Business & Industry, Cultural Affairs, Health & Human Services, Peace Officers' Standards and Training, Public Safety, Tourism, Wildlife

**OTHER INFORMATION**

Preference Claimed for Nevada Resident  Yes  No

Preference claimed for Veteran Status  Yes  No

Veteran, Widow/Widower of Veteran, Disabled Veteran (Proof required no later than the final testing. If examination is a training and experience evaluation, proof must be submitted by close of filing period)

**MEMBER OF:**

Sheriff's Department Search and Rescue or Reserve Unit or Civil Air Patrol Unit (Disclosure required by State Law NRS 414.250)  Yes  No

**CRIMINAL CONVICTIONS/TRAFFIC VIOLATIONS: Have you ever been convicted of:**

Any misdemeanor, gross misdemeanor or felony? (You must answer yes if you have any convictions, in any state, no matter how long ago, even if they have been set aside, vacated, pardoned, expunged, dismissed or appealed, whether or not your civil rights were restored, you successfully completed probation, went to trial, entered a guilty plea or a no contest plea.)

Yes  No

A moving traffic violation within the last five years?  Yes  No

If yes to either of the above, provide detail giving date(s), time(s), location(s), circumstance(s), and dollar amounts of fine(s). Include any conditions of your parole and/or probation, if applicable. Moving traffic violations will only be considered if driving a vehicle is a job requirement. A criminal conviction is not an automatic bar to employment. Each case is considered on its individual merits. LACK OF REQUESTED INFORMATION IS BASIS FOR REJECTING AN APPLICATION.

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Are you currently employed with the State of Nevada?  Yes  No

(If yes, list Department and Division where employed) Dept \_\_\_\_\_ Division \_\_\_\_\_

Have you previously been employed with the State of Nevada?  Yes  No

(If yes, list most recent Department, Division and dates) Dept \_\_\_\_\_ Division \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Do you have relative(s) working for the State of Nevada?  Yes  No

(If yes, list their name(s), Department(s) in which employed and their relationship to you)  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been terminated or requested to resign (instead of termination) from any position? (If yes, please identify the name of the employer and explain the circumstances surrounding the severance of your employment relationship).  Yes  No

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**EDUCATION AND TRAINING** (Pursuant to State law, use of a false or misleading degree is prohibited)

High School Diploma or Equivalent Completed

Yes

No

**College, University or Professional School:**

(If you have college credits but have not yet graduated with a degree, please enter your college courses in the second grid box below)

Institution	Location	Cumulative credit hours	Type of Degree (AA, BS, etc)	Date Degree Received	Major	Minor

**College, Business, Correspondence or Vocational School:**

Institution	Location	Program, Class or Subject	Class Hours	Date Certificate Received	College class credits

**LICENSES**

Drivers License: Class \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Professional License/Certification/Registration (Examples: Doctors, Lawyers, Nurses Engineers, Social Workers, Teachers, etc.)  
Please attach a copy

Title \_\_\_\_\_ Number \_\_\_\_\_

Issuing Board \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

**EMPLOYMENT HISTORY**

**Current or Last Employer**

Location (City, State) \_\_\_\_\_

From (month/year) \_\_\_\_\_ To \_\_\_\_\_ Total length of experience (years/months) \_\_\_\_\_

Full Time (40 Hrs/Week)  Part Time ( \_\_\_\_\_ Hours per week)

Your Title \_\_\_\_\_ Last Monthly Salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone No. \_\_\_\_\_

Number and title(s) of people you supervised \_\_\_\_\_

Machines/equipment you used \_\_\_\_\_

Major duties: (include percentages of time – all duties should total 100%)

- 1. \_\_\_\_\_ % of time \_\_\_\_\_
- 2. \_\_\_\_\_ % of time \_\_\_\_\_
- 3. \_\_\_\_\_ % of time \_\_\_\_\_
- 4. \_\_\_\_\_ % of time \_\_\_\_\_
- 5. \_\_\_\_\_ % of time \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

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- 4. \_\_\_\_\_ % of time \_\_\_\_\_
- 5. \_\_\_\_\_ % of time \_\_\_\_\_

Reason for leaving \_\_\_\_\_

# SKILLS

<b>Administrative &amp; Clerical</b>		
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Multi-line telephone	<input type="checkbox"/> Scanner
<input type="checkbox"/> Transcription	<input type="checkbox"/> Personal computer	<input type="checkbox"/> Preparing legal documents
<input type="checkbox"/> Proofreading	<input type="checkbox"/> Public contact & assistance	<input type="checkbox"/> Shorthand/speedwriting
<input type="checkbox"/> Ten key by touch	<input type="checkbox"/> Data entry	<input type="checkbox"/> typing at 44 WPM or less
<input type="checkbox"/> Typing at 45 to 60 WPM	<input type="checkbox"/> Typing at 61 to 75 WPM	<input type="checkbox"/> Typing at 75 WPM or higher
<b>Computer</b>		
<input type="checkbox"/> .NET Programming	<input type="checkbox"/> AIMS - AVATAR	<input type="checkbox"/> AS 400
<input type="checkbox"/> Adobe Photoshop	<input type="checkbox"/> C++ Programming	<input type="checkbox"/> COBOL Programming
<input type="checkbox"/> C Programming	<input type="checkbox"/> Crystal Reports	<input type="checkbox"/> Dreamweaver
<input type="checkbox"/> Cold Fusion	<input type="checkbox"/> Honeywell 6000	<input type="checkbox"/> Filemaker
<input type="checkbox"/> Database software - Beginner	<input type="checkbox"/> Database software - Intermediate	<input type="checkbox"/> Database software - Advanced
<input type="checkbox"/> Enterprise Architecture	<input type="checkbox"/> FORTRAN	<input type="checkbox"/> Graphic Design Software
<input type="checkbox"/> Flash	<input type="checkbox"/> FoxPro	<input type="checkbox"/> Java Programming
<input type="checkbox"/> HR Data Warehouse	<input type="checkbox"/> Help Desk	<input type="checkbox"/> Lotus 1-2-3
<input type="checkbox"/> Human Resource Info System (HRIS)	<input type="checkbox"/> IFS – HR Advantage	<input type="checkbox"/> Macintosh
<input type="checkbox"/> Legal Case Management Software	<input type="checkbox"/> Local Area Network	<input type="checkbox"/> Microsoft Office Suite
<input type="checkbox"/> Lotus Domino	<input type="checkbox"/> Lotus Notes	<input type="checkbox"/> Microsoft Publisher
<input type="checkbox"/> Mainframe	<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Microwave Technology
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Microsoft FrontPage	<input type="checkbox"/> NEBS
<input type="checkbox"/> Microsoft Power Point	<input type="checkbox"/> Microsoft Project	<input type="checkbox"/> PC Repair
<input type="checkbox"/> Microsoft Visio	<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Quattro Pro
<input type="checkbox"/> Networking	<input type="checkbox"/> NEATS	<input type="checkbox"/> SQL
<input type="checkbox"/> Novell Networks	<input type="checkbox"/> Oracle	<input type="checkbox"/> Statistical Analysis Software (SAS)
<input type="checkbox"/> Paradox	<input type="checkbox"/> Peachtree Accounting Software	<input type="checkbox"/> Switches, Firewalls, Routers
<input type="checkbox"/> QuickBooks	<input type="checkbox"/> SLIMS Database	<input type="checkbox"/> Visual Basic Programming
<input type="checkbox"/> Satellite	<input type="checkbox"/> Servers	<input type="checkbox"/> Web Programming(XML,DHTML,etc)
<input type="checkbox"/> Spreadsheet software - Beginner	<input type="checkbox"/> Spreadsheet Software - Intermediate	<input type="checkbox"/> Spreadsheet Software - Advanced
<input type="checkbox"/> Stat Package for the Social Sciences	<input type="checkbox"/> Storage Area Networks	<input type="checkbox"/> WordPerfect
<input type="checkbox"/> System Architecture	<input type="checkbox"/> UNIX	<input type="checkbox"/> Web Design
<input type="checkbox"/> VoIP	<input type="checkbox"/> Windows Operating Systems	<input type="checkbox"/> Wide Area Networks
<input type="checkbox"/> Word Processing software-Beginner	<input type="checkbox"/> Word Processing Software-Intermediat	<input type="checkbox"/> Word Processing Software-Advanced
<b>Fiscal/Financial/Accounting</b>		
<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Auditing	<input type="checkbox"/> Bookkeeping
<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Budget Analysis	<input type="checkbox"/> Budget Forecasting
<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Certified Public Accountant	<input type="checkbox"/> Contracts
<input type="checkbox"/> Budgeting	<input type="checkbox"/> Federal Grant Reporting	<input type="checkbox"/> Financial Analysis
<input type="checkbox"/> Corporate Accounting	<input type="checkbox"/> GAAP Financial Reports	<input type="checkbox"/> Grant Management
<input type="checkbox"/> Fiscal Management	<input type="checkbox"/> Internal Controls	<input type="checkbox"/> Loan Processing
<input type="checkbox"/> Health Care Finance	<input type="checkbox"/> Private Sector Accounting	<input type="checkbox"/> Public Sector Accounting
<input type="checkbox"/> Payroll	<input type="checkbox"/> State Budget Preparation	<input type="checkbox"/> Tax Accounting
<input type="checkbox"/> Securities	<input type="checkbox"/> Underwriting	<input type="checkbox"/>
<b>Language</b>		
<input type="checkbox"/> Spanish	<input type="checkbox"/> Other (please list)	<input type="checkbox"/> Other (please list)
<b>Professional</b>		
<input type="checkbox"/> Benefits Administration	<input type="checkbox"/> Business/Process Analysis	<input type="checkbox"/> Conducting Formal Training
<input type="checkbox"/> Contract Administration	<input type="checkbox"/> Engineering	<input type="checkbox"/> Environmental
<input type="checkbox"/> Facilities Management	<input type="checkbox"/> Government Relations	<input type="checkbox"/> Health Care
<input type="checkbox"/> Human Resources/Personnel	<input type="checkbox"/> Insurance	<input type="checkbox"/> Interviewing/Eligibility
<input type="checkbox"/> Investigations	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Legislative Analysis/Testimony
<input type="checkbox"/> Managerial	<input type="checkbox"/> Mediation and Conflict Resolution	<input type="checkbox"/> Policies and Procedures Development
<input type="checkbox"/> Position Classification	<input type="checkbox"/> Project Management	<input type="checkbox"/> Property Management
<input type="checkbox"/> Public Speaking/Presentations	<input type="checkbox"/> Real Estate	<input type="checkbox"/> Real Property Appraisal
<input type="checkbox"/> Research	<input type="checkbox"/> Safety & Risk Management	<input type="checkbox"/> Sales
<input type="checkbox"/> Scientific	<input type="checkbox"/> Social Services	<input type="checkbox"/> Statistical Analysis
<input type="checkbox"/> Supervisory	<input type="checkbox"/> Workers Compensation	<input type="checkbox"/>
<b>Technical/Trade</b>		
<input type="checkbox"/> Air Quality	<input type="checkbox"/> Automotive	<input type="checkbox"/> Boilers
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Commercial Drivers License Class A	<input type="checkbox"/> Commercial Drivers License Class B
<input type="checkbox"/> Computer Aided Drafting	<input type="checkbox"/> Construction	<input type="checkbox"/> Drafting
<input type="checkbox"/> Electrical	<input type="checkbox"/> Engineering Technology	<input type="checkbox"/> HVAC
<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> Heavy Equipment Operation	<input type="checkbox"/> Locksmith
<input type="checkbox"/> Mechanical Repair	<input type="checkbox"/> Medical Technology	<input type="checkbox"/> Mining
<input type="checkbox"/> Painting	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Water Quality
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# IMPORTANT

1. I declare that all statements in this application and information provided is true and complete. I understand that if I provide false information I may subject myself to the penalty provisions of NRS 284.430.
  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 State of Nevada and any agent acting on its behalf to conduct an investigation into any information related to my potential or continued employment with the State and authorize the release of any 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 State of Nevada 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 \_\_\_\_\_

Date \_\_\_\_\_

# EMPLOYMENT QUESTIONNAIRE

The following information will be used by the Nevada State Department of Personnel 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 would be greatly appreciated. This information will be kept separate and confidential and will not be used to make any employment decision.

Choose one ethnic group with which you most closely identify:

- I. 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.)
- B. Black. (Not of Hispanic origin: All persons having origins in any of the Black racial groups.)
- A. Asian/Pacific Islander. (All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Phillipine Islands, and Samoa.)
- H. Hispanic. (All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.)
- W. White. (Not of Hispanic origin: All persons having origins in any of the original people of Europe, North Africa, or the Middle East.)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you need an accommodation in the application or testing process for the job for which you are applying for any disability you may have? (It is not necessary that you describe or identify the disability.)

- Yes
- No

If "Yes", please describe the type of accommodation required:

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