

Employment Application

EXACT TITLE OF THE POSITION FOR WHICH YOU ARE APPLYING

I N S T R U C T I O N S

This application must be filled out completely. Please see job announcement for further instructions.

To return application by mail, send to:

City of Reno, Department of Human Resources or the Civil Service Commission • P.O. Box 1900 • Reno, NV 89505

Applications may be dropped off in person at:

City Hall • 1 East First Street • 4th Floor

A P P L I C A N T I N F O R M A T I O N

Last Name	First Name	Middle Initial	Social Security Number
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"/>																
Have you ever been convicted of a crime other than minor traffic citations (minor, for which the fine was \$150.00 or less)? If yes , please give date(s) and place(s), the specific charge(s) and fully explain the situation. A conviction is not necessarily a bar to employment. If more room is needed, please use a separate sheet of paper. _____	<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"/>																
Are you related to any City of Reno elected official, department head, assistant/deputy department head, the City Manager 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. 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%; text-align: left;">Family Member's Name</th> <th style="width: 30%; text-align: left;">Organizational Unit They Work For</th> <th style="width: 30%; text-align: left;">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"/>							
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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%; text-align: left;">Date</th> <th style="width: 20%; text-align: left;">Job Title</th> <th style="width: 20%; text-align: left;">Department Location</th> <th style="width: 45%; text-align: left;">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"/>
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Would you be willing to accept temporary employment?	<input type="checkbox"/>	<input type="checkbox"/>																
Would you be willing to accept part-time employment?	<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"/>																

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.

K _____
Signature/Acknowledgement

K _____
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 or the Civil Service Commission at (775) 334-2223 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: _____

As an equal opportunity employer, the City of Reno is required by federal law to compile and report data on our entire employee population. We ask you to voluntarily assist us in an effort to provide the most accurate data by checking below the one race/ethnic category with which you most closely identify. The information you provide will be used solely for reporting and statistical analysis purposes. Although we would appreciate your voluntary cooperation, refusal to complete this form will not subject any employee or applicant to adverse treatment.

This form will NOT become part of your personnel file.

Date of Birth: _____ / _____ / _____

Sex: Male Female

Ethnic Group

Choose the ethnic group with which you most closely identify and mark the box provided. Refer to the definitions below.

- White
- Black
- Hispanic
- Asian/Pacific Islander
- American Indian/Alaska Native

Definitions

White

All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East who are not of Hispanic origin.

Black

All persons having origins in any of the black racial groups of Africa who are not of Hispanic origin.

Hispanic

All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian/Pacific Islander

All persons having origins in any of the original peoples of the Far East, Southeast, Asia, the Indian sub-continent, or the Pacific Islands.

American Indian/Alaskan Native

All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

How did you find out about this job?

City of Reno Hotline

Newspaper/Newsletter

- Reno Gazette-Journal
- Sacramento Bee
- Other Publication: _____

Websites

- City of Reno Website
- Other Websites: _____

City/County Office Locations

- City of Reno
- City of Sparks
- Washoe County
- Other Location: _____

Universities/Colleges

- University of Nevada, Reno
- Truckee Meadows Community College
- Other: _____

Community Organization or Individual

**Building
a Better
RENO**

