



CITY OF CALIENTE

One Hundred Depot Avenue
P. O. Box 1006 - Caliente, NV 89008
Phone: 775-726-3131
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Employment Application

City of Caliente is an equal opportunity provider and employer.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____ Apts. /Unit #
Street

City State Zip Code

Mailing Address: _____

City State Zip Code

Phone: _____ Email: _____

Date Available: _____ Desired Salary: _____

Position Applied for: _____

Are you a Citizen of the United States? _____ If no, are you authorized to work in the U.S.? _____

Have you ever been employed by the City of Caliente? _____ If yes, When? _____

Position Title: _____ Reason for Separation _____

Are you related to anyone who is currently employed by the City of Caliente? _____

If yes, please provide the following information: Name _____

Relationship: _____ Department: _____

If offered employment, when will you be available to begin? _____

What type of employment will you accept? Full-Time Part-Time Seasonal

Will you be available for shift work? _____

Will you be available to work weekends and/or holidays if necessary? _____

Have you been given a job description or had the requirements of the job explained to you? _____

Do you understand the job requirements? _____

Can you perform the essential functions of this job with or without reasonable accommodation? _____

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? _____

Do you presently use illegal drugs? _____

Do you possess a valid driver's license? _____ Class: _____

List any special skills you possess and/or equipment or office machines you can operate.

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a
reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other relevant information that is not requested on this employment application.

Acknowledgments

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Kelli Haluzak, Human Resources Department.

_____ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

_____ This application is the property of **City of Caliente** and will become part of my personnel file if I am hired.

_____ I authorize **City of Caliente** to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualification for employment and/or continued employment with **City of Caliente**. In addition, I authorize **City of Caliente** to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize **City of Caliente** to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minor or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further

authorize **City of Caliente** to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

_____ In exchange for City of Caliente consideration of my employment application, and/or any continued employment with **City of Caliente**, I authorize anyone possessing information to furnish it to **City of Caliente** upon request, and I release the organizations and all individuals providing the information or acquiring the information, including **City of Caliente**, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

_____ I further understand this consent will apply during the entire course of my employment with **City of Caliente** should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.

_____ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with **City of Caliente**. 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 **City of Caliente** constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that the **City of Caliente** is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to **City of Caliente**. I further understand and agree that is paragraph applies to any information supplied by me at a later date as part of this application.

_____ Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060(2) states preference must be given, *if qualifications of applicants are equal:* a) first, to a honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant _____ **Date** _____