

City of Lovelock Employment Application

775-273-2356

If you have a disability and believe that you require accommodations for the disability during the selection process, please contact the City Clerk to make appropriate arrangements.

Position applied for: _____ **Department:** _____

Name: _____ **Date:** _____

Address: _____

City: _____ **State:** ____ **Telephone:** _____

Are you a current City of Lovelock Employee? Yes ____ **No** ____ **If yes, what department?** _____

Education Record:

Did you graduate from a high school or receive a GED certificate? Yes ____ **No** ____

School Name/Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational			
College/University			
Graduate School			

For positions, which require high school graduation/GED, or a college degree, a copy of the high school diploma/GED certificate may be required.

Licenses:

Licenses are optional unless required for the position for which you are applying. List Driver's License and other current licenses, certifications, or registrations required for the position for which you are applying. Indicate the types, state license numbers, and expiration dates.

Type	License Number	State	Expiration Date

Skills:

List any special skills you possess, equipment or machines that you can operate: _____

Language:

List any language in which you can clearly communicate:

_____ Speak _____ Read _____ Write _____
_____ Speak _____ Read _____ Write _____

Other Information:

If you are not a current City of Lovelock employee, have you previously worked for the City of Lovelock? Yes ___ No ___

Is a relative of your currently employed by the City of Lovelock? Yes ___ No ___

If Yes, what is their name and position? _____

During the last ten years, have you been convicted of, pled guilty, or nolo contendere to, or been granted deferred adjudication for a felony or any lesser crime which may be directly related to your qualification for this job? (Example: Conviction for reckless driving may not be related to a clerical position in the public works, but could be related to your qualifications for a road maintenance worker.) Yes ___ No ___

If yes, list the violations. You may omit minor violations for which you paid a fine of \$50 or less.

Offense	State	Date	Name of Court	Disposition

Acknowledgements:

Please read all of the following statements and initial each of the boxes to indicate you have read and understand each of the statements. If you have any questions, contact Lisa Booth, City Clerk at 273-2356.

_____ Following an offer of employment, you will be required to submit verification of your legal right to work in the United States.

_____ 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.

_____ Employment will be at will unless specifically stated otherwise. “At will” means the City of Lovelock has no obligation to continue my employment in the future.

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

Employment History

Provide information regarding all paid, military, and volunteer work which may be related to the position for which you are applying. Describe your most recent position first; then list other relevant positions in order, working down from the most recent. Use a separate block for each position, even if the position was through the same organization. Do not use “See resume” in place of completing this section.

May we contact all employers listed? Yes ___ No ___ If no, attach a list of exemptions with explanations.

Present employer: _____ Position: _____

Address: _____ City _____ State _____ Zip _____

From(Month/Year) _____ to _____ Hours/Week _____

Supervisor's Name/Title: _____ Telephone: _____ Salary:\$ _____

Related Duties:

Reason for leaving: _____

Previous employer: _____ Position: _____

Address: _____ City _____ State _____ Zip _____

From(Month/Year) _____ to _____ Hours/Week _____

Supervisor's Name/Title: _____ Telephone: _____ Salary:\$ _____

Related Duties:

Reason for leaving: _____

Previous employer: _____ **Position:** _____

Address: _____ **City** _____ **State** _____ **Zip** _____

From(Month/Year) _____ **to** _____ **Hours/Week** _____

Supervisor's Name/Title: _____ **Telephone:** _____ **Salary:\$** _____

Related Duties:

Reason for leaving: _____

Previous employer: _____ **Position:** _____

Address: _____ **City** _____ **State** _____ **Zip** _____

From(Month/Year) _____ **to** _____ **Hours/Week** _____

Supervisor's Name/Title: _____ **Telephone:** _____ **Salary:\$** _____

Related Duties:

Reason for leaving: _____

I understand that an investigation may be made in which information is gathered regarding my character, previous employment, educational background, criminal history, and other qualifications for employment with the City of Lovelock. I authorize anyone possessing this information to furnish it to the City of Lovelock upon request, and I release City of Lovelock from all liability and damages whatsoever in furnishing, obtaining, or using said information.

I certify all statements are true to the best of my knowledge, and I agree and understand that any misstatements or omissions of material facts or part may forfeit my participation in the selection process and/or my right to employment, even discovered after I have become an employee of the City of Lovelock.

Signature of Application: _____ Date: _____