



PERSHING COUNTY SCHOOL DISTRICT

www.pershing.k12.nv.us

MAILING ADDRESS: P.O. BOX 389, LOVELOCK, NV 89419-0389

PHYSICAL ADDRESS: 1150 ELMHURST AVENUE, LOVELOCK, NV

Phone: (775) 273-7819 Fax: (775) 273-2668

EMPLOYMENT APPLICATION

PCSD is an Equal Employment Opportunity employer. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. *If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.*

EACH ITEM ON THIS APPLICATION IS IMPORTANT. PLEASE READ CAREFULLY AND COMPLETE ACCURATELY.

Name: _____

Any other applicable name (i.e. Maiden): _____

Mailing address: _____

Telephone: _____

Email address: _____

Position Applied for: _____

How did you hear about this position? Advertisement Walk-In Referral (by whom?) _____

Other (explain): _____

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

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

Will you be available for shift work? Yes No

Will you be available to work weekends and/or holidays if necessary? Yes No

Have you been given a job description or had the requirements of the job explained to you? Yes No

Do you understand the job requirements? Yes No

Can you perform the essential functions of this job with or without reasonable accommodation? Yes No

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? Yes No

After an offer of employment, can you submit verification of your legal right to work in the United States? Yes No

EDUCATION RECORD

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

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
1. Business/Technical/Vocational				
2.				
1. College/University (Undergraduate)				
2.				
1. Graduate School				
2.				

LICENSES (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

Answer only if position requires.

Do you possess a valid driver's license?

Yes No

If so, license expires _____ Class _____ Restrictions (if any) _____

For positions that require typing: I certify that I can type at a speed of _____ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in: _____

Written fluency in: _____

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

OTHER INFORMATION

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony, misdemeanor, (excluding juvenile adjudication), or any lesser crime other than a minor traffic infraction? Yes No

If yes, list all such offenses and provide date, name of court, and disposition. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

Have you ever been disciplined in your employment related to workplace violence?

Yes No

If yes, please explain.

Do you presently use illegal drugs?

Yes No

Have you ever been employed by Pershing County School District?

Yes No

If yes, please provide the following information:

Department _____ Position Title _____

Dates of Employment _____ Reason for Separation _____

Are you related to anyone who is currently employed by Pershing County School District?

Yes No

If yes, please provide the following information:

Related person's name _____ Department _____

Relationship _____

EMPLOYMENT HISTORY

Provide information regarding all paid employment (include military employment if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.) Yes No

Present Employer _____ Present Position _____

Address _____ From (Mo. /Yr.) _____ To (Mo. /Yr.) _____

City _____ Full-Time (30+ hrs. /wk.) Part-Time (<30 hrs. /wk.)

State _____ Zip Code _____ Salary _____

Supervisor's Name/Title _____ Telephone _____

Related Duties _____

Reason for Leaving _____

Employer _____ Position _____

Address _____ From (Mo. /Yr.) _____ To (Mo. /Yr.) _____

City _____ Full-Time (30+ hrs. /wk.) Part-Time (<30 hrs. /wk.)

State _____ Zip Code _____ Salary _____

Supervisor's Name/Title _____ Telephone _____

Related Duties _____

Reason for Leaving _____

Employer _____ Position _____

Address _____ From (Mo. /Yr.) _____ To (Mo. /Yr.) _____

City _____ Full-Time (30+ hrs. /wk.) Part-Time (<30 hrs. /wk.)

State _____ Zip Code _____ Salary _____

Supervisor's Name/Title _____ Telephone _____

Related Duties _____

Reason for Leaving _____

**THIS APPLICATION IS NOT A CONTRACT OR OFFER OF EMPLOYMENT
TO RECEIVE CONSIDERATION FOR THE FOLLOWING SCHOOL YEAR.
APPLICANT SHOULD RENEW THIS APPLICATION AFTER DECEMBER 31ST OF
EACH YEAR**

ACKNOWLEDGMENT

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 Human Resources at (775) 273-7819.

_____ 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 Pershing County School District and will become part of my personnel file if I am hired.

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

_____ I authorize Pershing County School District to contact any employer or individual that I have listed on my employment application and/or résumé or mentioned during job interviews 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 qualifications for employment and/or continued employment with Pershing County School District. In addition, I authorize Pershing County School District 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 Pershing County School District to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize Pershing County School District 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 Pershing County School District's consideration of my employment application, and/or any continued employment with Pershing County School District, I authorize anyone possessing information to furnish it to Pershing County School District upon request, and I release the organizations and all individuals providing the information or acquiring the information, including Pershing County School District, 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 Pershing County School District should I obtain such employment. I understand and agree this consent shall remain in effect indefinitely.

_____ I have never been released from a teaching position nor have I been asked to resign for any reason. (In the event that applicant has been released or asked to resign, explanation should be attached to the application.)

_____ 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 Pershing County School District. 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 Pershing County School District constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related physical examination and drug screening upon conditional offer of employment. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

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

Signature of Applicant: _____ **Date:** _____