

**MINERAL COUNTY SCHOOL DISTRICT
P. O. BOX 1540
503 C STREET
HAWTHORNE, NV. 89415**

EMPLOYMENT APPLICATION
An Equal Opportunity Employer

If you have a disability and believe you require accommodation for the disability during the selection process, please contact us to make necessary arrangements

Position Applied For: _____

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 requirements of this job with or without reasonable accommodations? Yes No

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: () _____

Are you a current Mineral Co. School District Employee? Yes No If yes, what department?

EDUCATION RECORD: Please list all education received.

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
Business/Technical/Vocational 1.				
2.				
College/University(Undergrad) 1.				
2.				
3.				
Graduate School				

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

LICENSES

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

EMPLOYMENT HISTORY

Provide information regarding all paid, military and volunteer work over the last 10 years. Describe your most recent positions first; then list other positions in order, working down from the most recent. Use a separate block for each position, even though with the same organization. Use additional sheets if necessary.

Do not use a resume in place of completing this section. **

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

Present Employer: _____ Present Position: _____

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

City, State, Zip: _____ Full-Time (30+Hrs/Wk) _____ Part-Time(<30 Hrs/Wk) _____

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

Reason for Leaving: _____

Previous Employer: _____ Present Position: _____

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

City, State, Zip: _____ Full-Time (30+Hrs/Wk) _____ Part-Time(<30 Hrs/Wk) _____

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

Reason for Leaving: _____

Previous Employer: _____ Present Position: _____

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

City, State, Zip: _____ Full-Time (30+Hrs/Wk) _____ Part-Time(<30 Hrs/Wk) _____

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

Reason for Leaving: _____

Previous Employer: _____ Present Position: _____

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

City, State, Zip: _____ Full-Time (30+Hrs/Wk) _____ Part-Time(<30 Hrs/Wk) _____

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

Reason for Leaving: _____

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 information that is not included in this employment application.

OTHER INFORMATION

If you are not a current District employee, have you previously worked for the District? Yes No
When and Position?

Is a relative of yours currently employed by the District? Yes No Name:

Do you presently use illegal drugs? Yes No (if yes, please explain)

Have you ever been asked to resign from a position of employment or been dismissed, fired, discharged, suspended, or other wise subject to disciplinary action? Yes No (if yes, please explain)

Have you ever had a teaching license or certificate suspended or revoked? Yes No (if yes, please explain)

Have you ever been arrested for or convicted of any violation of the law other than a minor traffic ticket? Yes
No (if yes, please explain)

Have you ever entered a plea of nolo contendere (no contest) to any charge against you other than a minor traffic infraction? Yes No (if yes, please explain)

Have you ever been granted deferred adjudication for a felony or any lesser crime, other than a minor traffic infraction? Yes No (if yes, please explain)

Do you have any criminal charges pending against you or are you currently involved in any criminal proceeding, including supervised or unsupervised probation, other than a minor traffic infraction? Yes No (if yes, please explain)

ACKNOWLEDGMENTS

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 Human Resources.

- 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 to be otherwise. *At will* means Mineral County School District may terminate my employment at any time with no advance notice and for any reason or no reason. (Applies to Classified only.)
- This application is the property of Mineral County School District and will become part of my personnel file if I am hired.
- I understand that by completing this application I am not guaranteed an interview nor does it imply employment.

I authorize Mineral County School District to contact any organization or individual that I have listed on my employment application and/or resume or mentioned in job interviews, and to obtain from them any relevant information regarding my previous employment, education, certificates, licenses, military service, criminal history, characteristics or traits, or other qualification for employment with Mineral County School District.

In exchange for Mineral County School Districts consideration of my employment application, I authorize anyone possessing this information to furnish it to Mineral County School District upon request, and I release the individual company or institution and all individuals providing the information or acquiring the information, including Mineral County School District, from all claims, liability, and damages whatsoever in furnishing, obtaining, or using said information including, but not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

Signature of Applicant: _____ Date: _____

Submit to:
Mineral County School District
P. O. Box 1540
Hawthorne, Nv. 89415
(775) 945-2403, Fax (775) 945-3709

**MINERAL COUNTY SCHOOL DISTRICT
NOTICE AND CONSENT
CONCERNING CONSUMER AND INVESTIGATIVE CONSUMER REPORTS**

Notice

This form, which you should read carefully, has been provided to you because Mineral County School District may request consumer reports or investigative consumer reports in connection with your application for employment or during the course of your employment with MCSD, if hired, or for other employment-related purposes.

The types of reports that may be requested from consumer reporting agencies include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances. Any information promotion, reassignment, or retention as an employee.

Consent Statement

I have carefully read and understand this notice and consent from and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to Mineral County School District (1) in conjunction with my application for employment, and (2) during the course of my employment with MCSD should I obtain such employment. I understand and agree that this consent will remain in effect indefinitely. I further understand that any and all information contained in my job application or otherwise disclosed to MCSD by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the district and confirm that all such information is true and correct. I understand and acknowledge that nothing in this notice and consent form is intended to be, or is, an offer of employment or a promise of continued employment.

Name (Printed)

Social Security Number

Signature

Date

PRE-EMPLOYMENT BACKGROUND CHECK WRITTEN DISCLOSURE

By this document, Mineral County School District discloses to you that a consumer report may be obtained on you for employment purposes as part of the pre-employment background investigation and at any time during your employment. The report may be an investigative consumer report that includes information as to your character, general reputation, personal, characteristics and mode of living. Should an investigative consumer report be obtained, you have the right upon written request made within a reasonable period of time after your receipt of this Disclosure, to request a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.

INVESTIGATION PERMISSION FORM

I, _____, acknowledge that I have been advised that an employment related consumer report may be made in connection with my application for employment with Mineral County School District and/or in connection with any periods of employment, should I be considered for employment by Mineral County School District. Such consumer report may be an investigative consumer report that might contain information as to me character, work habits (including reasons for termination from past employment), general reputation, personal characteristics and mode of living. This information may be obtained through personal interviews with neighbors, friends, associates, or others with whom I am acquainted or who may have knowledge concerning such information. I authorize Mineral County School District to make whatever inquiries it deems necessary in connection with my application for employment or in the course of review of any employment. I authorize all persons, schools, companies, corporations, credit bureaus, department of motor vehicles, and law enforcement agencies to supply information concerning my background to Mineral County School District, and its agent HR Screening Services. I release Mineral County School District, HR Screening Services, and all persons who provide information to Mineral County School District or HR Screening Services, concerning me, from all liability or any damages on account of inquiry into and the furnishing of said information. (Year of birth may be required to access some criminal records information. It may be necessary for HR Screening Services to contact an applicant and obtain the actual year of birth. The year of birth will only be used for this purpose and will not be divulged to Mineral County School District)

A photocopy of this authorization shall be deemed an original and shall be accepted as such by every person. I understand that I have the right to request a copy of any report at no charge by writing to HR Screening Services within 60 days. As per the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained from a consumer reporting agency such as HR Screening Services.

Signature

Date

Last Name

First Name

Middle Initial

If your former employment, education, or reference may be under a name other than stated above, please indicate below:

Street Address

City, State, Zip Code

Month and Day of Birth

May we contact your present employer? Yes No

Social Security Number

Drivers License Number & State

Attention: Mineral County School District: For each applicant that you are considering for hire, you must fax this completed form along with the resume or reference sheet to HR Screening Services at (412) 517-1209.