

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 appropriate arrangements.

Position Applied For: _____ Department: _____

Name: _____ Date: _____

Address: _____

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

Are you a current City of Winnemucca employee? Yes No If Yes, what department? _____

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
Business/Technical/Vocational				
1.				
2.				
College/University (Undergraduate)				
1.				
2.				
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 may be required.

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

List driver's 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.

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

LANGUAGE (other than English) in which you can clearly communicate.

Speak _____ Read _____ Write _____

OTHER INFORMATION

If you are not a current Winnemucca Police Dept. employee, have you previously worked for the Winnemucca Police Dept.?

Yes No When? _____

Is a relative of yours currently employed by the Winnemucca Police Dept.?

Yes No Name: _____

During the last ten years, have you ever 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 qualifications for this job? (Example: Conviction for reckless driving may not be related to your qualifications for a clerical position in the public works department, but could be related to your qualifications for a road maintenance worker.)

Yes No

If yes, list all such offenses and provide date, name of court, and disposition. You may omit minor violations for which you paid a fine of \$50 or less.

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 questions, contact _____.

- 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 the Winnemucca Police Dept. may terminate my employment at any time with no advance notice and for any reason or no reason.
- This application is the property of the Winnemucca Police Dept. 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 though with the same organization. List only employment, military service, volunteer work, or training which meets the requirements for this position. Use additional sheets if necessary. Do **NOT** use references such as "See 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: _____

Related Duties:

Reason for Leaving: _____

Employer: _____ 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: _____
Related Duties: _____

Reason for Leaving: _____

Employer: _____ 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: _____
Related Duties: _____

Reason for Leaving: _____

Employer: _____ 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: _____
Related Duties: _____

Reason for Leaving: _____

Employer: _____ 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: _____
Related Duties: _____

Reason for Leaving: _____

Employer: _____ 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: _____
Related Duties: _____

Reason for Leaving: _____

Employer: _____ 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: _____
Related Duties: _____

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.

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

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

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