Print Form

SUPREME COURT OF NEVADA

EMPLOYMENT APPLICATION

Supreme Court Personnel Office, 201 S. Carson Street, Suite 250, Carson City, Nevada 89701-4702
Phone (775) 684-1700 Fax (775) 684-1777 TDD (775)684-1665

IMPORTANT: READ INSTRUCTIONS ON THIS PAGE BEFORE COMPLETING THE APPLICATION.

If completing this document by hand, please print clearly in blue or black ink.
Applications written in pencil or copies that are too light or damaged will not be accepted.

INSTRUCTIONS:

A. **A separate application is required for each job title for which you are applying.** Copies are acceptable provided each has the correct position title, is legible, the required documents are included, and your signature is original.

B. A response must be made to all items on the application. Leave no items blank. If an item does not apply, write "N/A". Do not indicate "refer to resume" in lieu of completing all sections of the application.

C. Applications are accepted and processed **only** for positions for which recruitment is currently being conducted.

D. Applications received after the posted closing date and time of a position will not be considered.

E. Once the application packet is submitted it becomes official property of the Supreme Court of Nevada upon receipt. **The Supreme Court will not return or copy the application or any attachments for you. Additionally, a previously submitted application cannot be reused for a different recruitment.** Therefore, you should retain a copy of your application packet and attachments for your records.

F. If recruitment requires the submission of a resume and cover letter you will need to send the documents as an attachment to the application.

The Supreme Court of Nevada is an at-will employer. Employees of the Nevada Supreme Court or its departments are either unclassified or non-classified personnel. As such, they are <u>at-will</u> employees, i.e., working at the pleasure of the court. No implied contract exists pertaining to the continuation of employment with the Court. Employment with the court is voluntarily entered into, and the employee is free to resign with or without cause. Similarly, the Court may terminate the employment relationship at will at any time, with or without cause.

Position for which you are applying: _____ Position Number: _____

Department (e.g., AOC, Clerk's Office): _____ Expected Salary: _____

Applicant Name: _____ Date: _____

HOW DID YOU HEAR ABOUT THIS POSITION? (Check all that apply)

- ☐ Nevada Supreme Court Website
- ☐ State of Nevada Dept. of Personnel
- ☐ Friend / Relative
- ☐ Classified Advertisement (Please Specify) _____
- ☐ Career Link/AIM Institute
- ☐ Other (Please Specify) _____

PERSONAL INFORMATION:

Last Name: _____ First Name: _____ MI: ____

Street Address: _____ City: _____ State: ____ Zip Code: _____

Is your mailing address the same as your street address? ☐ Yes ☐ No (if it is not please enter your mailing address below)

Mailing Address: _____ City: _____ State: ____ Zip Code: _____

E-mail Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Message Phone: _____ Alternate Contact Other Than Yourself: _____

Name Phone

May we contact you at all of the phone numbers listed above? ☐ Yes ☐ No Do not contact me at: _____

Type of appointment Desired: (Check all that apply)

Regular: ☐ Part-time ☐ Full-time

Other: _____

Work Location Preferences:

☐ Carson City ☐ Las Vegas

If considerable out-of-town travel is required, would you be willing to travel? ☐ Yes ☐ No

Will you accept a job that requires you to work overtime, including weekends or holidays? ☐ Yes ☐ No

Shifts you are able to work:

☐ Day ☐ Night ☐ Evening ☐ Weekends ☐ Alternate/Flex ☐ Rotating ☐ All

If hired, on what date can you start working? : _____

If you possess a valid driver's license, complete the following:

Driver's License #: _____ State: Nevada Class: _____ Expiration Date: _____

Are you presently eligible to work in the United States? ☐ Yes ☐ No

(Applicants will be required to furnish proof of identity and legal right to work in the United States)

Are you 18 years of age or older? ☐ Yes ☐ No

PUBLIC SECTOR EMPLOYMENT:

Do you have relatives working for the Supreme Court of Nevada? ☐ Yes ☐ No

If yes, list their name(s), the department in which they are employed, and their relationship to you:

_____

_____

PUBLIC EMPLOYMENT EXPERIENCE:

Are you currently employed or were you previously employed by the Supreme Court of Nevada or any other public employer/branch of Nevada State Government? ☐ Yes ☐ No

☐ Current Employee ☐ Former Employee ☐ Never been employed by the Court/other public employer

If yes, please complete the following: Attach additional sheets as necessary.

Date employed from: _____ To: _____ Job Title: _____

Employer's name: _____ Division/Dept.: _____

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Date employed from: _____ To: _____ Job Title: _____

Employer's name: _____ Division/Dept.: _____

EDUCATION:

Please provide copies of Diplomas, Transcripts, Certificates and/or Degrees received.

Highest Grade Completed: K-12: ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

College: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ +

High School Attended: _____ City/State: _____

Do you possess? ☐ High School Diploma ☐ G.E.D. Certificate ☐ High School Proficiency

List of education since High School: Colleges, Junior Colleges, Universities, Technical/Vocational School

Name: _____

Location: _____ Credit Hours: _____ Did you graduate? ☐ Yes ☐ No

Degree Received: _____ Major Subject(s): _____

List of education since High School: Colleges, Junior Colleges, Universities, Technical/Vocational School

Name:_____

Location:_____ Credit Hours: _____ Did you graduate? ☐ Yes ☐ No

Degree Received:_____ Major Subject(s):_____

List of education since High School: Colleges, Junior Colleges, Universities, Technical/Vocational School

Name:_____

Location:_____ Credit Hours: _____ Did you graduate? ☐ Yes ☐ No

Degree Received:_____ Major Subject(s):_____

List any other training, license, registration, certification, professional membership, skill, aptitude, and qualifications which you feel are job related to the type of employment you are seeking with the Supreme Court. In order to receive credit for short courses completed such as software, leadership courts, etc., please provide copies of certificates and diplomas.

_____

_____

_____

Are you proficient in a language other than English? ☐ Yes ☐ No

If yes, complete the following:

Languages	Can Speak / Understand?	Can Translate?	Can Read?	Can Write?
	☐ Fluently ☐ Passably	☐ Into English ☐ From English	☐ Easily ☐ With Difficulty	☐ Easily ☐ With Difficulty
	☐ Fluently ☐ Passably	☐ Into English ☐ From English	☐ Easily ☐ With Difficulty	☐ Easily ☐ With Difficulty

SOFTWARE EXPERIENCE AND SKILLS - List the following skills, experience, etc., that you have:

Office Productivity: _____

_____

Other Specialized Software: _____

_____

Office Equipment Experience: _____

_____

Legal Research: _____

_____

Have you been fired, terminated, or requested to resign in lieu of termination, from any position on the past 15 years?

☐ Yes ☐ No

(If yes, please identify the name of the employer and explain the circumstances surrounding the severance of your employment relationship)

_____

_____

_____

EMPLOYMENT HISTORY:

Beginning with your current or most recent employer (including self-employment experience), list your work record for the past 15 years. List jobs held prior to the last 15 years if they specifically relate to the position you are applying. If more than one position has been held with the same organization list each separately. Attach additional sheets as necessary. **Complete each section: do not indicate to "refer to resume."**

Current or Last Employer: _____ **Phone Number:** _____

Address / City / State / Zip: _____

From: _____ **To:** _____ **Check one:** ☐ Full-Time ☐ Part-Time **Hours per week:** _____

Supervisor's Name: _____ **Supervisor's Job Title:** _____

Your Title: _____ **Starting Salary:** _____ **Ending Salary:** _____

Did you supervise employees? ☐ Yes ☐ No **Number of employees supervised:** _____

Duties (be specific): _____

_____

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Reason for leaving: _____

Current or Last Employer: _____ **Phone Number:** _____

Address / City / State / Zip: _____

From: _____ **To:** _____ **Check one:** ☐ Full-Time ☐ Part-Time **Hours per week:** _____

Supervisor's Name: _____ **Supervisor's Job Title:** _____

Your Title: _____ **Starting Salary:** _____ **Ending Salary:** _____

Did you supervise employees? ☐ Yes ☐ No **Number of employees supervised:** _____

Duties (be specific): _____

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Reason for leaving: _____

Current or Last Employer: _____ **Phone Number:** _____

Address / City / State / Zip: _____

From: _____ **To:** _____ **Check one:** ☐ Full-Time ☐ Part-Time **Hours per week:** _____

Supervisor's Name: _____ **Supervisor's Job Title:** _____

Your Title: _____ **Starting Salary:** _____ **Ending Salary:** _____

Did you supervise employees? ☐ Yes ☐ No **Number of employees supervised:** _____

Duties (be specific): _____

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Reason for leaving: _____

Current or Last Employer: _____ **Phone Number:** _____

Address / City / State / Zip: _____

From: _____ **To:** _____ **Check one:** ☐ Full-Time ☐ Part-Time **Hours per week:** _____

Supervisor's Name: _____ **Supervisor's Job Title:** _____

Your Title: _____ **Starting Salary:** _____ **Ending Salary:** _____

Did you supervise employees? ☐ Yes ☐ No **Number of employees supervised:** _____

Duties (be specific): _____

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Reason for leaving: _____

Current or Last Employer: _____ **Phone Number:** _____

Address / City / State / Zip: _____

From: _____ **To:** _____ **Check one:** ☐ Full-Time ☐ Part-Time **Hours per week:** _____

Supervisor's Name: _____ **Supervisor's Job Title:** _____

Your Title: _____ **Starting Salary:** _____ **Ending Salary:** _____

Did you supervise employees? ☐ Yes ☐ No **Number of employees supervised:** _____

Duties (be specific): _____

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Reason for leaving: _____

Current or Last Employer: _____ **Phone Number:** _____

Address / City / State / Zip: _____

From: _____ **To:** _____ **Check one:** ☐ Full-Time ☐ Part-Time **Hours per week:** _____

Supervisor's Name: _____ **Supervisor's Job Title:** _____

Your Title: _____ **Starting Salary:** _____ **Ending Salary:** _____

Did you supervise employees? ☐ Yes ☐ No **Number of employees supervised:** _____

Duties (be specific): _____

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Reason for leaving: _____

May we contact all employers or supervisors listed? ☐ Yes ☐ No

If no, indicate exceptions and explain: _____

Did you complete this application yourself? ☐ Yes ☐ No **If not, who did?** _____

Professional References:

List three (3) people who are not related to you who know your qualifications and fitness for the job which you are applying.

Full Name of Reference	Present Business or Home Address	Telephone Number(s)	Business/Occupation
1.			
2.			
3.			

Have you ever been convicted of any violation of the law other than moving traffic violations? ☐ Yes ☐ No

You must answer yes if you have any convictions, in any state, no matter how long ago, whether felony or misdemeanor (including gross misdemeanor), even if they have been set aside, vacated, pardoned, expunged, dismissed or appealed, whether or not your civil rights were restored, you successfully completed probation, went to trial, entered a guilty plea or a no contest plea.

If yes, please explain as accurately and completely as possible. Providing false or incomplete information may result in the termination of continued employment.

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Convictions will be evaluated in relation to the particular position you are applying for and will not necessarily disqualify you for employment.

Only approved human resource personnel for the Supreme Court of Nevada will have access to this information initially.

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Signature, Certification and Release of Information

I hereby certify that the facts set forth on this application are true and complete and I understand that any misrepresentation, falsification, or willful omission herein shall be sufficient reason for dismissal or refusal of employment.

I authorize the Supreme Court of Nevada (hereinafter "Court"), and any agent acting on its behalf, to conduct an inquiry into any information related to my potential or continued employment with the Court and authorize the release of any such information, including but not limited to, any criminal conviction on my record. I hereby release from liability the Court and its agents acting on its behalf for seeking, gathering, and using such information as may be allowed by law, and all other persons, employers, corporations or organizations for furnishing such information. I recognize that any and all inquiries made by the Court and any agents acting on its behalf and any and all verbal or written statements gathered there from shall remain solely the property of the Court.

I also understand that, if accepted for employment, I shall be required to provide proof of identity and eligibility to work in the United States in compliance with the Immigration Reform and Control Act of 1986, as amended, as a condition of receiving any compensation from the Court.

I understand that my initial and/or continued employment with the Court is contingent upon successfully passing a mandatory fingerprinting, employment history check, and criminal background investigation. I understand that the terms of my employment, including working conditions, compensation, benefits, hours of work, work schedule, job assignment, and location will be determined and/or changed at the discretion of the Court and pursuant to applicable policies.

I understand the Supreme Court of Nevada is an at-will employer. Employees of the Nevada Supreme Court or its departments are either unclassified or non-classified personnel. As such, they are **at-will** employees, i.e., working at the pleasure of the court. No implied contract exists pertaining to the continuation of employment with the Court. Employment with the Court is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the court may terminate the employment relationship at will at any time, with or without notice or cause.

Signature: (Do not print): _____ **Date:**_____

Printed Name:_____

The Supreme Court of Nevada is an equal employment opportunity employer, and does not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability, genetic information, or any other characteristic protected by State or Federal law.

Thank you for completing this application and for your interest in employment with the Supreme Court of Nevada.

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CONFIDENTIAL DATA FORM

Completion of this form is strictly voluntary and the decision not to complete the form will have no effect upon your application for employment.

To comply with Federal, State and local guidelines in equal employment practices, the Supreme Court of Nevada must gather information and maintain records on application flow, and recruitment sources. Neither this form nor the information you provide will be used for any other purpose not required by Federal, State and local guidelines.

POSITION APPLYING FOR:_____ POSITION NUMBER:_____

GENDER: ☐ Male ☐ Female **AGE over 40?:** ☐ Yes ☐ No

VETERAN STATUS: Are you a Veteran? ☐ Yes ☐ No

Disabled Veteran? ☐ Yes ☐ No

Vietnam Era Veteran? ☐ Yes ☐ No

Desert Storm / Shield Veteran ☐ Yes ☐ No

DISABILITY: Anyone with a physical or mental impairment substantially limiting one or more major life activities; has a record of such impairment; or is regarded as having such an impairment, is considered a person with a disability. Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. In terms of employment, the law defines a "qualified individual with a disability" as a person with a disability who can perform the essential functions of the job with or without reasonable accommodation.

Do you need any accommodation with any special needs? ☐ Yes ☐ No

RACE/ETHNICITY: (Please mark one area that describes the race/ethnicity category with which you primarily identify:)

☐ Asian: All persons having origins in any of the peoples of the Far East, Southeast, Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippines and Samoa subcontinent, or the Pacific Islands.

☐ Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

☐ Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin.

☐ Native American/Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

☐ White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.