

# Application for Employment

## STATE BAR OF NEVADA

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Executive Director of the State Bar of Nevada or his/her representative..

Position(s) applied for				Date of application	
Name					
	Last	First	Middle		
Address					
	Street	City	State	Zip Code	
Telephone #		Cellular/Other #		E-mail Address	
Referral Source (How did you hear about us?)					

If you are under 18, and it is required, can you furnish a work permit?  Yes  No

If **no**, please explain: \_\_\_\_\_

Have you ever been employed here before? If **yes**, give dates and positions:  Yes  No

Is this application a request for reemployment following an extended military leave of absence from this company?  Yes  No

If yes, additional information may be requested.

Are you legally eligible for employment in this country?  Yes  No

Date available for work ..... What is your desired salary range? ..... \$ \_\_\_\_\_

Type of employment desired  Full-Time  Part-Time  Temporary  Seasonal  Educational Co-Op

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes  No  Need more information about the job's "essential functions" to respond

Driver's license number required if driving may be required in position for which you are applying: \_\_\_\_\_ State \_\_\_\_\_

Answering "yes" to either part of the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of, a crime?  Yes  No

If **yes**, please provide date(s) and details: \_\_\_\_\_

### Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone #	Dates employed:	to
Street Address	City	State	Compensation (Starting)
Starting job title/final job title	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per		
Immediate supervisor and title (for most recent position held)	Commission/Bonus/OtheCompensation \$ _____		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	E-mail	Compensation (Final)	
Why did you leave?	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per		
Summarize the type of work performed and job responsibilities.	Commission/Bonus/OtheCompensation \$ _____		
Employer	Telephone #	Dates employed:	to
Street Address	City	State	Compensation (Starting)
Starting job title/final job title	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per		
Immediate supervisor and title (for most recent position held)	Commission/Bonus/OtheCompensation \$ _____		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	E-mail	Compensation (Final)	
Why did you leave?	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per		
Summarize the type of work performed and job responsibilities.	Commission/Bonus/OtheCompensation \$ _____		
Employer	Telephone #	Dates employed:	to
Street Address	City	State	Compensation (Starting)
Starting job title/final job title	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per		
Immediate supervisor and title (for most recent position held)	Commission/Bonus/OtheCompensation \$ _____		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	E-mail	Compensation (Final)	
Why did you leave?	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per		
Summarize the type of work performed and job responsibilities.	Commission/Bonus/OtheCompensation \$ _____		

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing	Years: _____	<input type="checkbox"/> E-mail	Years: _____
<input type="checkbox"/> Spreadsheet	Years: _____	<input type="checkbox"/> Internet	Years: _____
<input type="checkbox"/> Presentation	Years: _____	<input type="checkbox"/> Other	Years: _____

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other	<input type="checkbox"/> GED	
		<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other	<input type="checkbox"/> GED	
		<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other	<input type="checkbox"/> GED	

## References

List names and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	Email	# of Years Known

## Applicant Statement

I certify that all the information I have provided in order to apply for and to secure work with the State Bar of Nevada is true, complete and correct. I expressly authorize, without reservation, the State Bar of Nevada, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, any agent of the criminal justice system and educational institutions and to otherwise verify the accuracy of all the information provided by me on this application. I specifically consent to and authorize any agent of the criminal justice system to release to the State Bar of Nevada any records of criminal history as may be disseminated to an employer under Nevada Statute. I hereby waive any and all rights and claims I may have regarding the State Bar of Nevada, its agents, employees or representatives for seeking, gathering and using truthful non-defamatory information, in a lawful manner, in the employment process.

If I am hired, I understand that I am free to resign at any time, with or without prior notice, and that the employer reserves the right to terminate my employment at any time, with or without cause and with or without prior notice. This application does not constitute an agreement for employment for any specified period or definite duration. I understand that no supervisor or representative of the State Bar of Nevada is authorized to enter into any employment agreement, oral or written, and that no implied oral or written agreement to the foregoing language is valid unless it is in writing and signed by the Executive Director of the State Bar of Nevada.

I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States.

The State Bar of Nevada does not tolerate any unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his/her sex, race, color, religion, national origin, citizenship, age, disability or any other protected status. The State Bar of Nevada takes any and all complaints of unlawful discrimination and/or harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate termination from the State Bar of Nevada, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

\_\_\_\_\_

Date