



Human Resources Department

833 Las Vegas Boulevard North
Las Vegas, NV 89101

Phone: (702) 734-7323 (READ)

WEB SITE: www.lvccld.org

EMPLOYMENT APPLICATION INSTRUCTIONS

1. **ALL INFORMATION MUST BE PRINTED LEGIBLY IN BLACK OR BLUE INK OR TYPED.** Completion of this application and attachments are part of the selection process. Failure to fully complete this application and attachments, or failure to submit additional documentation when required, **will** result in your disqualification for this position.

NOTE: Completion of the EEO / Diversity Questionnaire is voluntary and will not result in a disqualification if not completed.

2. Complete the entire application packet. You may attach a resume to a **completed application** if you desire. Make sure the application is signed and dated before it is submitted to Human Resources. Photocopied applications with **original signatures and dates** are acceptable.
3. Complete a separate application for each position desired. Make sure the correct position title and recruitment number appears on each application.
4. **SUBMITTED APPLICATIONS ARE THE PROPERTY OF THE LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT.** Please make a copy of the application for your records prior to submission. The Human Resources Department **will not** provide a copy of your application to you.
5. Applicants must meet all requirements for the position, and applications must be received in the Human Resources Department prior to 5:00 P.M. on the closing date. **An incomplete application packet will be grounds for rejection.** Qualifications will be determined based on your attached documentation, if required, and your experience as listed on the application. Please refer to the job announcement for required documentation.
6. It is your responsibility to ensure that the application is received in the Human Resources Department before the closing date and time. If you choose to mail your application, it must be postmarked by midnight on the closing date of the vacancy announcement.
7. Applications that are received late, incomplete, or electronically will be rejected.
8. Applications must be submitted to:

**Las Vegas-Clark County Library District
Human Resources Department
833 Las Vegas Boulevard North
Las Vegas, NV 89101-2059**

OFFICE USE ONLY

DATE OF EVAL	BY	MMQS	DNQ	REASON:
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EMPLOYMENT APPLICATION

A Proud Promoter of Diversity in Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age (if 40 or older), marital status, veteran status, sexual orientation or disability.

**THE LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT IS A DRUG FREE WORKPLACE.
ALL APPLICANTS FOR EMPLOYMENT ARE SUBJECT TO A PRE-EMPLOYMENT DRUG TEST.**

POSITION INFORMATION

POSITION TITLE:	RECRUITMENT NUMBER:
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PERSONAL INFORMATION

NAME: Last	First	M.I.	SOCIAL SECURITY NUMBER:
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ADDRESS:

CITY:	STATE:	ZIP CODE:
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TELEPHONE	Driver's License - Some positions require possession of a valid Nevada Driver's License:
Home:	Number: State: Exp. Date
Work:	

LANGUAGE SKILLS: Do you understand and speak a language other than English? YES NO
Please indicate all languages other than English in which you are proficient in the appropriate box:

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

ELIGIBILITY FOR EMPLOYMENT: Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? YES NO
(Proof of citizenship or immigration status will be required upon employment in accordance with the U.S. Department of Justice, Immigration and Naturalization Service regulations).

Have you ever been employed by the Las Vegas-Clark County Library District? YES NO. If "YES", please give dates of employment. From: _____ to _____. Job Title: _____ / Branch: _____.

The minimum age for employment with the Library District is 16 years old.
Are you at least 16 years of age? YES NO

Name and Location of High School _____ City/State: _____	Did You Graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	If NO, Do You Possess a GED or High School Equivalency? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Name of Colleges/Universities Attended and Locations _____	Number of Credits Completed Semester/Quarter _____		Type of Degree (AA; BA; BS; Etc.) And Major _____	Did You Graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____		_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____		_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____		_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____		_____	<input type="checkbox"/> YES <input type="checkbox"/> NO

For those positions requiring a MLIS (Master of Library and Information Science), was the College or University ALA (American Library Association) accredited when your degree was awarded? YES NO

Special Training Related To Position You Are Applying For

Institute, Business or Trade School and Address	Course Title	Dates Attended From	To	Hours Completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>Computer Skills</u> _____ _____ _____ _____	<u>Other Office Machines You Can Operate</u> _____ _____ _____ _____	<u>Typing Speed</u> WPM
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APPLICANT NAME: _____

EXPERIENCE: List your present job first. Also include military service and any volunteer work. The information you provide regarding your experience will be used to determine whether you meet the minimum qualifications. Answer in detail. **Please provide employment history for at least the last ten (10) years.** If you want prior experience considered beyond 10 years, please list it also. **Also include all gaps in employment.** If more space is needed, attach additional sheets. If this will be your first job, or you do not have ten years of employment history, so indicate in the appropriate area below.

DO NOT SUBSTITUTE A RESUME IN LIEU OF COMPLETING THIS SECTION.

MO. YR.	MO. YR.	Salary	Employer	Supervisor	Phone
TO					
Hours Per Week	Complete address, including City, State, ZIP			Your Job Title	No. Of Employees You Supervised:
Duties:					

Reason for leaving:					

MO. YR.	MO. YR.	Salary	Employer	Supervisor	Phone
TO					
Hours Per Week	Complete address, including City, State, ZIP			Your Job Title	No. Of Employees You Supervised:
Duties:					

Reason for leaving:					

MO. YR.	MO. YR.	Salary	Employer	Supervisor	Phone
TO					
Hours Per Week	Complete address, including City, State, ZIP			Your Job Title	No. Of Employees You Supervised:
Duties:					

Reason for leaving:					

MO. YR.	MO. YR.	Salary	Employer	Supervisor	Phone
TO					
Hours Per Week	Complete address, including City, State, ZIP			Your Job Title	No. Of Employees You Supervised:
Duties:					

Reason for leaving:					

APPLICANT NAME: _____

REFERENCES

List name, address, and telephone number of three professional references who are not related to you.

_____	_____
(1) Name	Title
_____	_____
Address	Telephone No.
_____	_____
(2) Name	Title
_____	_____
Address	Telephone No.
_____	_____
(3) Name	Title
_____	_____
Address	Telephone No.

ADDITIONAL INFORMATION

Have you ever been terminated from employment? YES NO. If "YES", please explain:

Are you related to a current Las Vegas-Clark County Library District employee? YES NO. If "YES," please give name of the employee, your relationship to the employee, and at which library/location employee currently works.

NAME OF EMPLOYEE: _____ RELATIONSHIP: _____ LIBRARY / LOCATION: _____

List all names (maiden name, nicknames, aliases, etc.) you have used for educational, training, personal reference, or employment purposes:

Have you ever been convicted of a criminal offense (other than a minor traffic violation), or are you awaiting trial for a criminal offense?
 YES NO. Answering "YES" will not necessarily disqualify you from employment.
Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).
Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate which results in a fine, sentence or probation.
If "YES", please explain: _____

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application (including any attached resume or cover letter) may result in refusal of employment or if employed, may be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to provide the Las Vegas-Clark County Library District any and all information concerning my previous employment and any other pertinent information they may have.

I also understand that if offered employment, I will be required to submit to and pass a pre-employment drug test prior to being employed.

SIGNATURE: _____ **DATE:** _____

INCOMPLETE OR ELECTRONICALLY RECEIVED APPLICATIONS WILL NOT BE CONSIDERED

Photocopied applications with original signatures are acceptable



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FAIR CREDIT REPORTING ACT AUTHORIZATION AND RELEASE

In considering your application for employment with the Las Vegas-Clark County Library District and when making other employment-related decisions directly affecting you (if you are hired), the Las Vegas-Clark County Library District may wish to obtain and use a "consumer report" from a "consumer reporting agency" about you. These terms are defined in the *Fair Credit Reporting Act* (FCRA), 15 U.S.C. §§ 1681- 1681u. As an applicant for employment or employee of the Las Vegas-Clark County Library District, you are a "consumer" with rights under the FCRA.

A "**consumer reporting agency**" is defined as a person or business which, for monetary fees, dues, or on a cooperative non-profit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing "consumer reports."

A "**consumer report**" is defined as any written, oral or other communication by a "consumer reporting agency" bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living used or collected to be a factor in establishing the consumer's eligibility for employment purposes.

If a "consumer report" is obtained and if it is considered when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the "consumer report" and a copy of a "*Summary of Your Rights Under the Fair Credit Reporting Act*," published by the Federal Trade Commission before the decision is made final.

FAIR CREDIT REPORTING ACT AUTHORIZATION

By signing below, I _____, hereby voluntarily authorize the Las Vegas-Clark County Library District to obtain a "consumer report" about me from a "consumer reporting agency" and to consider the "consumer reports" when making decisions regarding my employment.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____

Position Applied for and Recruitment Number: _____



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BACKGROUND INVESTIGATION AUTHORIZATION AND RELEASE

- I understand and agree that the Las Vegas-Clark County Library District may conduct an investigation into my background for the purposes of verifying the information I have furnished in my application for employment, related papers, and/or oral interviews; or making other employment related decisions affecting me, including, but not limited to, information from previous employers, references, school records, driving records, and any criminal records. I further understand and agree the Las Vegas-Clark County Library District may engage the services of a third party service provider, such as a consumer reporting agency to gather some or all of this background information.
- I hereby voluntarily and knowingly authorize and request any current or former employer, educational institution, law enforcement agency, court, financial institution, or other persons or organizations having knowledge about me to furnish the Las Vegas-Clark County Library District, and/or its employees, agents, or representatives, with any and all information in their possession regarding me for the Las Vegas-Clark County Library District to use in conjunction with my application for or retention of employment, or any other employment related decisions affecting me.
- I also agree to execute, as a condition of employment, or a condition of continued employment, any additional written authorizations necessary for the Las Vegas-Clark County Library District to obtain access to and copies of records pertaining to any background investigations it may undertake.
- I further understand and agree that, if required, I will submit to fingerprinting and take all the necessary steps to allow the Las Vegas-Clark County Library District to obtain criminal history information including that related to sexual offenses, from the Central Repository for Nevada Records of Criminal History and/or the Federal Bureau of Investigations.
- Further, I hereby release from liability and hold harmless all persons, companies, public entities, and any other organizations or entities, as well as the Las Vegas-Clark County Library District and its employees, agents, or representatives from any and all causes of action that might arise from supplying, receiving, and using any information about me pursuant to this *Authorization and Release*.
- I understand that falsification of any data provided in my application for employment, related papers and/or oral interviews, or information which may be discovered as a result of any background investigation the Las Vegas-Clark County Library District may undertake pursuant to this *Authorization and Release*, may result in refusal of employment, or if employed, termination from employment.
- A photocopy or facsimile of this *Authorization and Release* shall be as valid as the original.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____

Position Applied for and Recruitment Number: _____



LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT EEO / DIVERSITY QUESTIONNAIRE

The Las Vegas-Clark County Library District is asking all applicants for employment to **VOLUNTARILY** complete this form in order to comply with the Equal Employment Opportunity Commission requirements. Data collected will be used for statistical purposes only and to measure the effectiveness of recruitment efforts. The information, which you provide **VOLUNTARILY**, will be kept confidential and separate from the employment application.

POSITION APPLYING FOR AND RECRUITMENT ANNOUNCEMENT NUMBER

POSITION:

RECRUITMENT #:

DATE OF BIRTH

____/____/____
Month Day Year

Check One

Male Female

RACE

(Please select one)

- American Indian and Alaska Native Asian Black
 Native Hawaiian and Other Pacific Islander White Some Other Race

ETHNIC ORIGIN

Do you consider yourself Spanish/Hispanic or Latino? Yes No

DISABLED APPLICANTS

The Las Vegas-Clark County Library District's Human Resources Department will make reasonable efforts to accommodate disabled applicants. If you have special needs, please call: (702) 507-3501.

Do you have a disability or are you regarded as having a disability which substantially limits one or more of your major life activities, such as hearing, sight, speech, physical impairment, or a developmental disability?

YES **NO** If "YES," and this impairment or disability will impair your ability to perform in the selection process, it is your responsibility to contact the Human Resources Department to arrange for reasonable accommodation.

VERIFICATION OF EMPLOYMENT ELIGIBILITY

As mandated by the Immigration Reform and Control Act of 1986, all candidates offered employment after November 6, 1986, must provide written proof that establishes identity and eligibility to work in the United States.

This is accomplished by producing acceptable documents including but not limited to a United States Passport; State-Issued Driver's License; Social Security Card; Birth Certificate; or other acceptable documents that establish identity and eligibility to work in the United States.

HOW DID YOU LEARN ABOUT THIS POSITION?

- Job Interest Card Job Hotline City, County, or State Bulletin Board
 District Web Page Library Bulletin Board/Location: _____
 Other:

If you feel you have been treated unfairly or discriminated against because of race, color, religion, sex, national origin, sexual orientation, age, or disability, please contact the Human Resources Director at (702) 507-3501.