



# EMPLOYMENT APPLICATION

*THE CITY OF WEST WENDOVER IS AN EQUAL OPPORTUNITY PROVIDER*

City of West Wendover • 1111 N. Gene L. Jones Way – P.O. Box 2825 • West Wendover, Nevada 89883

Phone: (775) 664-3081 Fax: (775) 664-3720

Review the minimum qualifications listed on the job announcement. If you feel you qualify, complete this application. **BE THOROUGH AND FILL IN ALL ITEMS.** Your answers will determine whether or not you will continue in the screening process. Your completed application, together with all supplementary materials specified on the job announcement, must be received by the City of West Wendover Personnel Office no later than 4:30 p.m. on the closing date specified on the job announcement. Incomplete, undated or unsigned applications will not be processed. We are not liable for materials lost or delayed in the U.S. Mail. ***Faxed applications are accepted, unless the recruitment is limited. City of West Wendover fax number is (775) 664-3720.***

***PRINT IN BLACK INK OR TYPE & SIGN ON THE LAST PAGE***

Position Applied for: \_\_\_\_\_ Job Code Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Mailing & Physical City State Zip

Telephone: ( ) - Cellular/Beeper #: ( ) -

Are you currently employed by the City of West Wendover?  No  Yes

Have you previously worked for the City of West Wendover?  No  Yes

If "Yes," give dates. From: \_\_\_\_\_ To: \_\_\_\_\_

Are you a Nevada PERS retiree?  No  Yes

Do you have any relatives employed by the City of West Wendover?  No  Yes

If "Yes," give name and relationship:  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Do you have the legal right to work in the United States?  No  Yes

Other than a minor traffic violation, have you ever been convicted of any offense?  No  Yes  
Please include date of conviction, city, and state. DUI and reduction of DUI convictions **must** be included. (Conviction of a crime is not necessarily a bar to employment.) If "Yes," please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you possess a valid driver's license?\*  No  Yes If "Yes," complete the following:

Type of License: \_\_\_\_\_ License #: \_\_\_\_\_

\* If Commercial, state type with endorsements.

Issuing State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

# EDUCATION

When claiming college, business, or vocational school credits for meeting minimum qualifications, you may be required to submit a copy of your degree or a legible photocopy of your up-to-date transcript with this application. Failure to do so may delay processing or disqualify your application. All papers submitted become the property of the City of West Wendover Personnel Office and cannot be returned.

Do you have a high school diploma?     No     Yes            If “Yes,” attach copy of diploma

School Name: \_\_\_\_\_

Location: \_\_\_\_\_

If “No,” do you have a GED or Nevada Approved Equivalent?     No     Yes **attach copy of certificate/diploma**

If “No,” indicate highest grade completed: \_\_\_\_\_

## LIST COLLEGES/UNIVERSITIES ATTENDED AND ANY SPECIAL TRAINING RECEIVED

College Name & Location	Date From (Mo/Yr)	Date To (Mo/Yr)	Field of Study	Credit Hours Completed	Degree or Certificate (attach certified transcripts and/or copies of diplomas)
			Major: Minor:		
			Major: Minor:		
			Major: Minor:		
Business/Trade School	From (Mo/Yr)	To (Mo/Yr)	Subject		Certificate

## LIST ANY OTHER VALID LICENSES AND CERTIFICATES YOU HOLD:

Type of License or Certificate	Issuing State	Registration Number	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**FOREIGN LANGUAGES:** Please note your knowledge of any foreign languages and indicate your level of competence in each by placing an "X" in the appropriate column:

LANGUAGE	SPEAKING (1)			UNDERSTANDING (2)			READING (3)			WRITING (4)		
	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR	FLUENT	GOOD	FAIR
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## EXPERIENCE

On the following sheets, list the employers, assignments or volunteer activities that you have held, starting with your most recent one. THIS SECTION MUST BE COMPLETED IN DETAIL. PROVIDE A MINIMUM OF 10 YEARS' WORKING EXPERIENCE AND DO NOT LEAVE ANY GAPS IN EMPLOYMENT. FAILURE TO DO SO MAY DELAY PROCESSING OR DISQUALIFY YOUR APPLICATION. YOU ARE ENCOURAGED TO ATTACH A RESUME IF YOU WISH, BUT REFERENCE TO A RESUME IN LIEU OF COMPLETING THIS SECTION CANNOT BE ACCEPTED. Under "Work Performed" describe your job in sufficient detail so that we can determine not only your tasks, but the level of responsibility. If reference is made to military service, describe each different assignment (DD214 must be attached). If you wish to add more experience or wish to add more detail to the "Work Performed," please complete and attach an Experience Addendum Sheet. Jobs and/or volunteer experience listed may require verification.

<b>FROM (Mo/Yr):</b>	<b>TO (Mo/Yr):</b>	<b>EMPLOYER:</b>
<b>JOB TITLE:</b>		<b>TELEPHONE # and ADDRESS:</b>
<b>IMMEDIATE SUPERVISOR:</b>		<b>NATURE OF WORK PERFORMED/RESPONSIBILITIES:</b>
<b>TITLE:</b>		
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>SALARY:</b>	<b>REASON FOR LEAVING:</b>	

<b>FROM (Mo/Yr):</b>	<b>TO (Mo/Yr):</b>	<b>EMPLOYER:</b>
<b>JOB TITLE:</b>		<b>TELEPHONE # and ADDRESS:</b>
<b>IMMEDIATE SUPERVISOR:</b>		<b>NATURE OF WORK PERFORMED/RESPONSIBILITIES:</b>
<b>TITLE:</b>		
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>SALARY:</b>	<b>REASON FOR LEAVING:</b>	

<b>FROM (Mo/Yr):</b>	<b>TO (Mo/Yr):</b>	<b>EMPLOYER:</b>
<b>JOB TITLE:</b>		<b>TELEPHONE # and ADDRESS:</b>
<b>IMMEDIATE SUPERVISOR:</b>		<b>NATURE OF WORK PERFORMED/RESPONSIBILITIES:</b>
<b>TITLE:</b>		
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>SALARY:</b>	<b>REASON FOR LEAVING:</b>	

<b>FROM (Mo/Yr):</b> <b>TO (Mo/Yr):</b>	<b>EMPLOYER:</b>
<b>JOB TITLE:</b>	<b>TELEPHONE # and ADDRESS:</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>NATURE OF WORK PERFORMED/RESPONSIBILITIES:</b>
<b>TITLE:</b>	
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>SALARY:</b>	<b>REASON FOR LEAVING:</b>

**How did you learn about this position?**

- (NW) Newspaper, Magazine, or Journal—Which one? \_\_\_\_\_
- (CO) Community Organization—Which one? \_\_\_\_\_
- (SC) School/College Placement Office—Which one? \_\_\_\_\_
- (RT) Radio or TV Station—Which one? \_\_\_\_\_
- (SE) State Employment Department
- (HR) City Human Resources Department
- (EM) City Employee
- (FR) Friend or Relative
- (IN) Internet
- (OT) Other (please specify) \_\_\_\_\_

This application will be used for one position only. If you wish to apply for other positions with the City of West Wendover, submit an application for each position. Reference on this application to materials submitted with other applications cannot be considered. Since the information you submit on this application may be the entire examination process, your failure to provide complete information could delay or even disqualify you from consideration. It is your responsibility to notify the Personnel Office, in writing, of any changes in address or phone number.

**I certify that the statements made by me on this application are, to the best of my knowledge, true, complete and correct. If employed, I understand that any misrepresentation or material omission of fact on this or any other document required by the City may be considered as constituting grounds for disqualification and/or dismissal. I further understand that any offer of employment is subject to successful completion of a physical examination (including drug screening) and background investigation. Additionally, any individual offered employment may be required to demonstrate the ability to perform the physical requirements of the job. I therefore authorize the City's assigned doctor to release to the City any information regarding my physical examination and/or pre-employment screening. Having applied for employment with the City of West Wendover, I do hereby agree and do give my consent that any person, firm or organization listed hereon is authorized to furnish the City with personal or reference material concerning my character, past employment or any other information they so request. In addition, I do hereby agree and give my consent for the City to conduct an investigation of my credit history. I further agree and hereby give my consent for the City to furnish any statistical data regarding this application that may be required for compliance with the Equal Employment Opportunity guidelines.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

# EXPERIENCE ADDENDUM

Under "Work Performed" describe your job in sufficient detail so that we can determine not only your tasks, but the level of responsibility. If reference is made to military service, describe each different assignment (DD214 must be attached). Jobs and/or volunteer experience listed may require verification.

<b>FROM (Mo/Yr):</b> <b>TO (Mo/Yr):</b>	<b>EMPLOYER:</b>
<b>JOB TITLE:</b>	<b>TELEPHONE # and ADDRESS:</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>NATURE OF WORK PERFORMED/RESPONSIBILITIES:</b>
<b>TITLE:</b>	
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>SALARY:</b>	<b>REASON FOR LEAVING:</b>

<b>FROM (Mo/Yr):</b> <b>TO (Mo/Yr):</b>	<b>EMPLOYER:</b>
<b>JOB TITLE:</b>	<b>TELEPHONE # and ADDRESS:</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>NATURE OF WORK PERFORMED/RESPONSIBILITIES:</b>
<b>TITLE:</b>	
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>SALARY:</b>	<b>REASON FOR LEAVING:</b>

<b>FROM (Mo/Yr):</b> <b>TO (Mo/Yr):</b>	<b>EMPLOYER:</b>
<b>JOB TITLE:</b>	<b>TELEPHONE # and ADDRESS:</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>NATURE OF WORK PERFORMED/RESPONSIBILITIES:</b>
<b>TITLE:</b>	
<b>MAY WE CONTACT THIS EMPLOYER?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>SALARY:</b>	<b>REASON FOR LEAVING:</b>

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OPTIONAL  
EQUAL EMPLOYMENT OPPORTUNITY SURVEY**

The following information is necessary for the City of West Wendover to evaluate its recruiting and hiring practices and to prepare reports required by law for the State and Federal Government. This information will be used solely for research and statistical purposes and in no way affects any employment decision. Your **voluntary** cooperation will be appreciated. Please check the appropriate box beside Male or Female, and under ethnic categories, check the one that most nearly describes your ethnic background. **Please print or type.**

Position Applied for: \_\_\_\_\_ Job Code: \_\_\_\_\_

Name: \_\_\_\_\_  
Last
First
Middle

Gender:  Female  Male Date of Birth: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month
Day
Year

**"AMERICAN NATIVE OR ALASKAN NATIVE"** includes persons having origins in any of the original peoples of America.

**"ASIAN or PACIFIC ISLANDERS"** includes persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands (example: China, Japan, Korea, the Philippine Islands and Samoa.)

**"AFRICAN AMERICAN"** includes persons having origins in any of the Black racial groups.

**"HISPANIC"** includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish descent.

**"WHITE"** includes persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent.

**Check Only One Box**

American Native or Alaskan Native (I)	Asian or Pacific Islanders (A)	African American (B)	Hispanic (H)	White (W)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you require reasonable accommodations during the application and/or testing process? No  Yes

If yes, please identify your need:

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**Supplemental Questionnaire**

**Print or Type Clearly.**

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

*Complete mailing & physical address.* \_\_\_\_\_  
 \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Evening Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

Which number is best to contact you?                      Day      Evening      Mobile

E-mail address: \_\_\_\_\_

*This form does not in any way imply or guarantee a contract or promise of employment with the City of West Wendover. All applicants must take and pass all phases of the selection process to continue. Failure to attend or pass any section of the selection process will result in applicant being removed from further consideration.*

*Upon completion of certain portions of the hiring process, applicants may be required to submit to a background investigation, supply appropriate release waivers for information, submit to fingerprinting and verification of education and references.*

Below are listed a number of tasks required of Fire Fighters. Indicate your acknowledgement by putting an “X” or check mark in the appropriate box.

<b>As a Part Time Fire Fighter, I am willing and able to:</b>	<b>YES</b>	<b>NO</b>
1. Maintain the highest standard of integrity and ethics.		
2. Provide honest and professional service without partiality.		
3. Demonstrate initiative and desire to work in a problem solving environment.		
4. Keep information confidential and not share it inappropriately.		
5. Work without immediate supervision.		
6. Perform routine, repetitive tasks, including typing, completing reports, etc.		
7. Work weekends (Saturday & Sunday).		
8. Respond to call outs (day & night), outside of other full-time employment.		
9. Respond on holidays if necessary, outside of other full-time employment.		
10. Participate in required training on a weekly basis – Wednesday nights.		

**Answer the following questions:** *(If an explanation is necessary, limit your response to one page per question.)*

11. Have you ever left a job without giving advance notice? **YES NO**  
*If yes, please explain.*

12. Have you ever resigned or been discharged as a result of misconduct? **YES NO**  
*If yes, please explain.*

16. All candidates must possess a satisfactory work record with their current and past employers. Only those with a satisfactory work will be considered for employment. Each case will be examined on the basis of job relatedness and recency. Do you possess a satisfactory work record including performance evaluations with your current and past employers?  
**YES NO**

*Explain in detail any terminations and/or resignations in lieu of termination.*

17. Provide all details of any misdemeanor or felony convictions (i.e.; date of occurrence, circumstances, sentence received, current status, etc.). Each case will be examined on the basis of job relatedness and recency.

15. Provide a list of all traffic violations in the past 5 years.



16. The City of West Wendover requires its employees to be free from illegal drug use. Have you used illegal drugs?

*If yes, explain in detail*

**YES NO**

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Applicants Signature

Date