

Pyramid Lake Jr./Sr. High School

For Human Resources Use Only



POST OFFICE BOX 267
 NIXON, NEVADA 89424
 TELEPHONE (775) 574-1016
 FAX (775) 574-1037

Employment Application

Please complete this application in ink or type. The information requested is for occupational qualifications and is necessary to complete a security clearance. Pyramid Lake High is an equal opportunity employer and does not intend to use any of the information you provide for unlawful purposes. You may attach a resume with this application; however, the resume cannot be substituted for this application. An incomplete application may result in you not being considered.

REASONABLE ACCOMMODATION: An applicant with a disability who needs reasonable accommodation, in any step of the selection process, to assist him/her in demonstrating his/her qualifications to perform the duties of the job for which he/she is applying, should notify Pyramid Lake High in person or by telephone.

POSITION DESIRED: _____

Last Name	First Name	Middle	Other names known by	Security Number
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Mailing Address _____

Telephone	Cell Phone	Email
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Present Position or Status _____

***LICENSURE:** If applying for a teaching or credentialed position, a current Nevada license is required. This is the applicant's responsibility to provide with application.

*Are you currently licensed by the Nevada State Board of Education to teach? Yes No

*Type/Endorsements _____

*Please indicate your college degrees _____

*Majors _____ Minors _____

*Total years teaching _____ Counseling _____

*Please circle: Regular Teacher Counselor Special Education Vocational Teacher Librarian Administrator

*List the subjects you are licensed and can teach in order of preference.

*Please indicate any special subjects and activities you can teach and give particulars:

Band/Orchestra	Home Economics	Basketball	Drama	Track, Cross Country
Music	Industrial Arts	Football	Metal Work	Photography
Dance	Advanced Shop	Wrestling	Swimming	Native Arts
Art	Physical Education	Volleyball	Crafts	Student Government
Vocational Training	Technology	Other _____		

*Particulars _____

*Please list extracurricular activities you would be willing to participate in, supervise, and attend.

EMPLOYMENT HISTORY: YOU MUST BE DETAILED AND ACCURATE TO AVOID DISQUALIFICATION; Complete present and past employment, beginning with most recent. Resumes may be submitted as additional information only; do not reference your resume in lieu of information requested on this application. You may copy this page.

1. Name of Last Employer: _____ Telephone No. _____
Address (Include State & Zip Code): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
*Taught subjects/Grade _____ Extra Curricular _____
Job Responsibilities: _____

May we contact now? Yes No

2. Name of Last Employer: _____ Telephone No. _____
Address (Include State & Zip Code): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
*Taught subjects/Grade _____ Extra Curricular _____
Job Responsibilities: _____

May we contact now? Yes No

3. Name of Last Employer: _____ Telephone No. _____
Address (Include State & Zip Code): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
*Taught subjects/Grade _____ Extra Curricular _____
Job Responsibilities: _____

May we contact now? Yes No

4. Name of Last Employer: _____ Telephone No. _____
Address (Include State & Zip Code): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
*Taught subjects/Grade _____ Extra Curricular _____
Job Responsibilities: _____

May we contact now? Yes No

5. Name of Last Employer: _____ Telephone No. _____
Address (Include State & Zip Code): _____
Job Title: _____ Name of immediate supervisor: _____
From: _____ To: _____ Reason for leaving: _____ Pay: \$ _____
*Taught subjects/Grade _____ Extra Curricular _____
Job Responsibilities: _____

May we contact now? Yes No

EDUCATIONAL BACKGROUND

Circle highest grade completed: 7 8 9 10 11 12 / 13 14 15 16 / 17 18 19 20

School	Name and Address of School	Graduated		Date Left	Major/Minor Subjects	Diploma/Degree
		Yes	No			
High School						
College						
Graduate Work						
Trade Or Business						
Other						

REFERENCES

List 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 AND ADDRESS <i>(Include state & zip code)</i>	TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

QUALIFICATIONS

Please indicate what your most important qualifications are for the position and why. Describe any other education, training, apprenticeship, certificates or licenses acquired from employment or other experiences that are relevant to position applied for, computer skills, and information to consider such as hobbies, extracurricular activities, etc.

Are you over 18 years of age?.....Yes No Are you over 21 years of age?.....Yes No

Have you ever been employed at PLHS or PLPT before?.....Yes Give date _____ No

Are you currently on lay-off status and subject to recall?.....Yes No

Can you work legally in the United States? *(Documentation showing eligibility for employment in the US and identity will be required.)*....Yes No

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

If required, do you currently have a valid driver's license?.....Yes No

Have you ever been terminated or asked to resign from employment?.....Yes No

If yes, explain: _____

If an offer of employment is made prior to your start of employment duties, you may be required to undergo a medical examination and/or drug test, the results of which may affect the offer of employment. Are you willing to undergo such an examination?.....Yes No

Have you ever been convicted of a misdemeanor, gross misdemeanor or felony *(excluding juvenile adjudication)*?...Yes No
(Such convictions may be relevant if job related, but does not necessarily bar you from employment – please explain below)

The Crime Control Act, PL 101-647, and Indian Child Protection & Family Violence Prevention Act, PL 101-630, of 1990 requires the following questions of persons applying for positions that involve regular contact with or control over Indian Children:

- 1.) Have you ever been arrested for or charged with a crime involving a child?Yes No
- 2.) Have you ever been found guilty of, or entered in a plea of nolo contendere (no contest), or guilty to, any offense under Federal, State, or Tribal law involving crimes of violence, sexual assault, sexual molestation, sexual exploitation, sexual contact or prostitution, or crimes against persons?Yes No

(If yes, please explain the date, violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.) _____

VETERANS PREFERENCE: Have you ever served in the United States Military?.....Yes No
Do you claim Veterans Preference Points?.....Yes No
If yes, please attach a copy of your DD-214 demonstrating proof of eligibility.

INDIAN PREFERENCE: Are you Native American?.....Yes No
If yes, please specify the name of your Tribe: _____
If yes, please specify your Roll Number: # _____
(Please attach a copy of your membership card for verification purposes.)

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I understand that the Employer is relying upon all of the representation, both written and oral, which I have made during the entire process of applying for employment with the Pyramid Lake Jr./Sr. High School.

In the event of employment, I understand that if I make any false statements, misrepresentations, or omissions in this application process I may be discharged at any time during my employment and I agree to hold the Employer and person named herein harmless in that event. I understand, also, that I am required to abide by all rules and regulations of the Pyramid Lake Jr./Sr. High School.

APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION

In connection with this application, I authorize investigation of all statements contained in the Employment Application with Tribal, Federal and State law enforcement agencies, former employers and any other persons or agencies deemed necessary to arrive at an employment decision upon presentation of this waiver, or a photocopy of this waiver, whether in person, by mail, fax, or other method of conveyance. Examples of types of information I am requesting that you provide include information you may have concerning my qualifications and suitability and any other significant information related to job performance. This waiver is valid for a period of twelve (12) months from the date of my signature. A photocopy of this waiver is to be considered as valid as an original of my signature. I hereby authorize the Pyramid Lake Jr./Sr. High School and any agent acting on its behalf to conduct an inquiry into any information related to my potential or continued employment with the High School and authorize the release of any such information, including, but not limited to, any criminal conviction on my record. Moreover, I hereby release the Pyramid Lake Jr./Sr. High School and any agent acting on its behalf from any liability by reason of requesting such information from any person.

Full Name (Print)

Signature/Authorization

Date Signed