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 exteneded 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)

☐ Hourly ☐ Salary $ _____ per _____

Starting job title/final job title _____ Commission/Bonus/Other Compensation $ _____

Immediate supervisor and title (for most recent position held) _____ Compensation (Final)

May we contact for reference? ☐ Yes ☐ No ☐ Later E-mail _____ ☐ Hourly ☐ Salary $ _____ per _____

Why did you leave? _____ Commission/Bonus/Other Compensation $ _____

Summarize the type of work performed and job responsibilities. _____

Employer _____ Telephone # _____ Dates employed: _____ to _____

Street Address _____ City _____ State _____ Compensation (Starting)

☐ Hourly ☐ Salary $ _____ per _____

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May we contact for reference? ☐ Yes ☐ No ☐ Later E-mail _____ ☐ Hourly ☐ Salary $ _____ per _____

Why did you leave? _____ Commission/Bonus/Other Compensation $ _____

Summarize the type of work performed and job responsibilities. _____

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.)

☐ Word Processing		Years	☐ E-mail		Years
☐ Spreadsheet		Years	☐ Internet		Years
☐ Presentation		Years	☐ 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
		☐ Diploma ☐ Degree ☐ Certificate ☐ Other ☐ GED		
		☐ Diploma ☐ Degree ☐ Certificate ☐ Other ☐ GED		
		☐ Diploma ☐ Degree ☐ Certificate ☐ Other ☐ 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 thar 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 undestand 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 Executve 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**