



Overton Power District #5 EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER
**Overton Power District #5 Human
 Resources**
 615 N. Moapa Valley Blvd.
 PO Box 395
 Overton, NV 89040
 (702) 397-2512

Date: _____ Position Applying For: _____

Department: _____ Town: _____

Pay Expected _____ Date Available for work ___/___/___

How did you learn about this job opportunity?

In-House ___ Newspaper: ___ Friend ___ Internet ___ Other _____

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____ Telephone: _____

Have you ever been bonded Yes No If yes, give employer(s) _____

Are you a current District employee? Yes ___ No ___ If Yes, What Department? _____

May we contact you at work? Yes No Work Number: (____) _____

EDUCATION RECORD

SCHOOL NAME	LOCATION	HOURS EARNED	DIPLOMA, DEGREE CERTIFICATE	MAJOR FIELD OF STUDY
High School				
Business/Technical Vocational				
College/University (Undergraduate)				
Graduate School				

For positions which require high school graduation, a GED, or a college degree, a copy of the high school diploma/GED certificate or college diploma may be required.

APPLICANT NAME: _____ POSITION APPLIED FOR: _____

LICENSES

List Driver's License and other current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers and expiration dates.

SKILLS

List any special skills you possess which may pertain to this position, and/or equipment or office machines you can operate.

LANGUAGE

(Other than English), in which language can you clearly communicate?

OTHER INFORMATION

If you are not a current District Employee, have you previously worked for the District?

YES NO When and What Department? _____

Is a relative of yours currently employed by the District? YES NO Name: _____

During the last ten years, have you been convicted of, pled guilty or nolo contrende to, or been granted deferred adjudication for a felony or any lesser crime which may be directly related to your qualification for this job? (Example: Conviction for reckless driving may not be related to your qualifications for a clerical position in the Public Works department, but could be related to your qualifications for a road maintenance worker.) Yes No

If Yes, list all such offenses and give date, name of court and disposition. You may omit minor violations for which you paid a fine of \$50 or less. _____

ACKNOWLEDGEMENTS

Please read ALL of the following statements and **INITIAL** each line to indicate you have read and understood each of the statements. If you have any questions, contact Overton Power District #5 Human Resources (702)397-2512.

- _____ Following an offer of employment, you will be required to submit verification of your legal right to work in the United States.
 - _____ All offers of employment and all information regarding compensation and other terms and conditions will be made in writing. Verbal statements may not be relied upon.
 - _____ Employment will be 'at will' unless specifically stated to be otherwise. 'At Will' means the District has no obligation to continue my employment in the future.
 - _____ This application is the property of the District and will become part of my personnel file, if I am hired.
-

APPLICANT NAME: _____ POSITION APPLIED FOR: _____

REFERENCES: List three school or personal references not related to you.

Name	Telephone:	Years Known
1) _____	(____) _____	_____
2) _____	(____) _____	_____
3) _____	(____) _____	_____

EMPLOYMENT HISTORY

Provide information regarding all paid, military, and volunteer work. Describe your most recent position first; then list other positions in order, working down from the most recent. Use a separate block for each position-even though with the same organization. Explain any gaps in employment. Use additional sheets if necessary. **DO NOT use references such as 'See Resume' in place of completing this section.**

Present Employer: _____ Telephone: _____
Address: _____ From: _____ To: _____
City, State and Zip: _____ Full Time (30+) _____ or Part Time (-30) _____
Position: _____ Starting Salary _____ Ending _____
Supervisor's Name and Title: _____
Related Duties: _____

Reason for Leaving: _____
May we contact this employer for reference? Yes No Later _____

Previous Employer: _____ Telephone: _____
Address: _____ From: _____ To: _____
City, State and Zip: _____ Full Time (30+) _____ or Part Time (-30) _____
Position: _____ Starting Salary _____ Ending _____
Supervisor's Name and Title: _____
Related Duties: _____

Reason for Leaving: _____
May we contact this employer for reference? Yes No Later _____

APPLICANT NAME: _____ POSITION APPLIED FOR: _____

Previous Employer: _____ Telephone: _____

Address: _____ From: _____ To: _____

City, State and Zip: _____ Full Time (30+) _____ or Part Time (-30) _____

Position: _____ Starting Salary _____ Ending _____

Supervisor's Name and Title: _____

Related Duties: _____

Reason for Leaving: _____

May we contact this employer for reference? Yes No Later _____

Previous Employer: _____ Telephone: _____

Address: _____ From: _____ To: _____

City, State and Zip: _____ Full Time (30+) _____ or Part Time (-30) _____

Position: _____ Starting Salary _____ Ending _____

Supervisor's Name and Title: _____

Related Duties: _____

Reason for Leaving: _____

May we contact this employer for reference? Yes No Later _____

Previous Employer: _____ Telephone: _____

Address: _____ From: _____ To: _____

City, State and Zip: _____ Full Time (30+) _____ or Part Time (-30) _____

Position: _____ Starting Salary _____ Ending _____

Supervisor's Name and Title: _____

Related Duties: _____

Reason for Leaving: _____

May we contact this employer for reference? Yes No Later _____

APPLICANT NAME: _____ POSITION APPLIED FOR: _____

Previous Employer: _____ Telephone: _____

Address: _____ From: _____ To: _____

City, State and Zip: _____ Full Time (30+) _____ or Part Time (-30) _____

Position: _____ Starting Salary _____ Ending _____

Supervisor's Name and Title: _____

Related Duties: _____

Reason for Leaving: _____

May we contact this employer for reference? Yes No Later _____

I understand that an investigation may be made in which information is gathered regarding my character, previous employment, education background, criminal history, and other qualifications for employment with Overton Power District #5. I authorize anyone possessing this information to furnish it to the District upon request, and I release Overton Power District #5 from all liability and damages whatsoever in furnishing, obtaining or using this information.

I certify that all statements are true to the best of my knowledge and I agree and understand that any misstatements or omissions of material facts on my part may forfeit my participation in the selection process and/or my right to employment, even if discovered after I have become an employee of Overton Power District #5.

Signature of Applicant

Date

Questions? Call Overton Power District #5 Human Resources at (702) 397-2512 x1017
Interview accommodations for disabled applicants can be arranged by calling the
Human Resources Department at 702-397-2512 x1017.



**OVERTON POWER DISTRICT # 5 HUMAN RESOURCES/RISK MANAGEMENT
SUBSTANCE ABUSE POLICY RELEASE FORM**

I have been informed that, as a condition of any offer of “at-will” employment or as a condition of my continued “at-will” employment, I must submit to a urine, hair and/or blood drug screening test and I accept this condition. I agree that any drug testing facility is authorized by me to provide the results of this test(s) to **OVERTON POWER DISTRICT #5 RESOURCES/RISK MANAGEMENT**. I agree to indemnify and hold the District harmless from and against any and all liabilities or judgments arising out any claim related to (i) the employer’s submission and handling of the test(s) samples, (ii) compliance by employer with federal and state law, or (iii) the employer’s interpretation, use (including employment decision) and confidentiality to the test results; except where the testing facility is found to have acted negligently with respect to such matters.

I understand that if I fail to cooperate with a testing procedure, or in the case of a positive test result, I may not be employed by **OVERTON POWER DISTRICT #5 HUMAN RESOURCES/RISK MANAGEMENT** or my employment may be terminated by **OVERTON POWER DISTRICT #5 HUMAN RESOURCES/RISK MANAGEMENT**

DATE

APPLICANT/EMPLOYEE

DATE

WITNESS



Disclosure Authorization & Release Form

I, _____ (print name), authorize Overton Power District #5 to contact any employer or individual that I have listed on my employment application and/or resume or mentioned in job interviews, and to obtain from them any relevant information regarding my previous employment, education, certificates, licenses, military service, criminal history, characteristics or traits, or other qualifications for employment with Overton Power District #5.

In exchange for Overton Power District #5's consideration of my employment application, I authorize anyone possessing this information to furnish it to the District upon request, and I release the individual company or institution and all individuals providing the information or acquiring the information, including the District, from all claims, liability, and damages whatsoever in furnishing, obtaining, or using said information including, but not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

Name (print)

Name (signed)

Date