



SECOND JUDICIAL DISTRICT COURT APPLICATION FOR EMPLOYMENT

Applications may be submitted by mail or email:

Mail: 75 Court St., Room 220A, Reno, NV 89501

Email: HR@washoecourts.us

**If completing this document by hand, please print clearly in blue or black ink.
If you need assistance, please contact Human Resources via email or by phone at (775) 328-3401.**

Title of Position for which you are applying: _____ Date: _____

Personal Information

Last Name: _____ First Name: _____ M.I: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Business/Message Phone: _____

Cell Phone: _____ Email: _____

Driver's License Number: _____ State: _____ Expiration Date: _____

Have you previously worked for Second Judicial District Court? ☐ Yes ☐ No

Have you previously worked for Washoe County? ☐ Yes ☐ No

If you answered yes, please provide the date(s), department, and your role or capacity.

Education/Certification

Please indicate all that apply:

☐ High School Diploma

☐ G.E.D. Certificate

☐ High School Proficiency

All degrees, certifications, and work experience listed on this application must be verified by submitting unofficial transcripts or copies of the applicable degree(s) or certification(s).

1. College: _____ Address: _____

Major/Minor: _____ Degree(s)/Certificate(s) Received: _____

If in progress or not completed, list units or credits earned: _____ Dates Attended: _____

2. College: _____ Address: _____

Major/Minor: _____ Degree(s)/Certificate(s) Received: _____

If in progress or not completed, list units or credits earned: _____ Dates Attended: _____

3. College: _____ Address: _____

Major/Minor: _____ Degree(s)/Certificate(s) Received: _____

If in progress or not completed, list units or credits earned: _____ Dates Attended: _____

4. Trade School: _____ Address: _____

Major/Minor: _____ Degree(s)/Certificate(s) Received: _____

If in progress or not completed, list units or credits earned: _____ Dates Attended: _____

Employment History

Beginning with your current or most recent employer (including self-employment experience), list your work record for the past 10 years. List jobs held prior to the last 10 years if they specifically relate to the position for which you are applying. If more than one position has been held with the same organization, list each separately. Attach additional sheets as necessary.

1. Employer: _____ Address: _____

Phone Number: _____ Supervisor: _____ Your Title: _____

Dates of Employment (month/year) From: _____ To: _____

Please indicate employment type: ☐ Full Time ☐ Part Time

Job description and list job duties:

Reasons for leaving or seeking new position:

2. Employer: _____ Address: _____

Phone Number: _____ Supervisor: _____ Your Title: _____

Dates of Employment (month/year) From: _____ To: _____

Please indicate employment type: ☐ Full Time ☐ Part Time

Job description and list job duties:

Reasons for leaving or seeking new position:

3. Employer: _____ Address: _____

Phone Number: _____ Supervisor: _____ Your Title: _____

Dates of Employment (month/year) From: _____ To: _____

Please indicate employment type: ☐ Full Time ☐ Part Time

Job description and list job duties:

Reasons for leaving or seeking new position:

4. Employer: _____ Address: _____

Phone Number: _____ Supervisor: _____ Your Title: _____

Dates of Employment (month/year) From: _____ To: _____

Please indicate employment type: ☐ Full Time ☐ Part Time

Job description and list job duties:

Reasons for leaving or seeking new position:

May we contact your listed employers? ☐ Yes ☐ No

If no, please identify any exceptions and explain:

Personal References

1. Name: _____ Phone: _____ Email: _____

2. Name: _____ Phone: _____ Email: _____

3. Name: _____ Phone: _____ Email: _____

4. Name: _____ Phone: _____ Email: _____

5. Name: _____ Phone: _____ Email: _____

Cover Letter

Please enter your cover letter in the field below.

This image shows a full page of blank, lined paper. It features approximately 28 horizontal blue or grey lines spaced evenly apart, typical of notebook paper. The lines extend across the entire width of the page, leaving small margins at the top and bottom. There are no vertical lines, text, or other markings on the page.

Acknowledgement

By signing, I agree to the following:

I declare that I personally completed this application on my own, and all information provided by me is true and complete to the best of my knowledge. I declare that this application and any documents to supplement or support it contain no falsifications or misrepresentations, nor do they omit or conceal any material facts. I further acknowledge that the discovery, of any falsification, misrepresentation, omission, or concealment shall result in my disqualification from consideration for employment or, if already employed, in my termination from employment. I attest that I have the legal right to reside and work in this country, and understand that right must be maintained (proof required upon/throughout employment).

I hereby consent to any lawful background investigation which the Second Judicial District Court requires of all applicants for employment. I release the Second Judicial District Court from any liability by reason of requesting such information from any person. I understand that this investigation may include inquiries to any or all current and former employers, verification of my education and certifications, and criminal background checks. I hereby authorize all of my former employers, school officials, and other individuals to release any and all information concerning my prior education and employment. I further release and hold harmless all parties and persons from any and all liability for damages that may result from furnishing such information. I understand that all offers made by the Second Judicial District Court are contingent upon a successful completion of these processes, and any offer may be rescinded, at any time, for any reason. I understand that any offer of employment will be considered at-will.

Signature: _____ Date: _____

List any other names that you have used:

EOE/M/F/D/V/SO

The Second Judicial District Court is an equal employment opportunity employer, and does not discriminate in hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability, genetic information, or any other characteristic protected by local, State or Federal law.

If a conditional offer has been extended then a conviction disclosure statement will be required.

A record of conviction will not necessarily bar applicant from employment and the Second Judicial District Court will consider factors such as: 1) the length of time that has passed since the offense; 2) the age of the applicant at the time of the offense; 3) the severity and nature of the offense; 4) the relationship of the offense to the positions for which the applicant has applied and 5) evidence of the rehabilitation of the applicant.

Revised 11/22/2023



HUMAN RESOURCES DEPARTMENT

Optional Demographic Self-Identification Form - Confidential

The completion of this form is separate from the application and is completely voluntary. The decision not to complete the form will have no effect upon your employment application.

To comply with Federal, State and local guidelines in equal employment practices, the Second Judicial District Court must gather information and maintain records on application flow, and recruitment sources. Neither this form nor the information you provide will be used for any other purpose not required by Federal, State and local guidelines. Personally Identifiable Information (PII), such as names or employee numbers, will not be attached to this form or the associated reports, and this form will not be retained in your personnel file.

The following information will be used to comply with laws pertaining to civil rights enforcement.

Title of position for which you are applying: _____

This information will not be provided to the hiring manager.

The following information will be used to comply with laws pertaining to civil rights enforcement.

<u>Ethnicity</u>	<u>Race</u>	<u>Age</u>	<u>Veteran Status</u>
Hispanic or Latino	American Indian or Alaska Native	Under 18	Inactive
Not Hispanic or Latino	Asian	18 – 39	Active
	Black or African American	40 and over	Disabled
Prefer Not to Disclose	Middle Eastern	Prefer Not to Disclose	Inactive Reserve
	Native Hawaiian or Other Pacific Islander		Reserve
	North African		Retired
	White		Vietnam Veteran
	Two or More Races		Prefer Not to Disclose
	Prefer Not to Disclose		

Optional Demographic Form
Page 2

Chapter 239B of the Nevada Revised Statutes (NRS) requires governmental agencies to request information related to sexual orientation and gender identity or expression. The information obtained below will be reported to annually to the Director of the Legislative Counsel Bureau. This data will enable state agencies to monitor the health and well-being of LGBTQ+ Nevadans and enhance and improve public services and programs available to LGBTQ+ residents.

<u>Gender Identity/Expression</u>	<u>Sexual Orientation</u>
Female	Bisexual
Male	Gay/Queer
Other	Heterosexual/Straight
Transgender	Lesbian/Gay
Prefer Not to Disclose	Other
	Prefer Not to Disclose