



Position Applying For _____

Office of Human Resources

Sort code W4D • 6375 W. Charleston Blvd. • Las Vegas, NV 89146-1164

Telephone: (702) 651-5800 • Website: http://www.ccsn.edu

CCSN APPLICATION FOR EMPLOYMENT

Complete in black ink or type

Name _____ Home Phone _____
Last First MI. Area Code

Maiden Name or Alias _____ Work Phone _____
Area Code

Address _____ E-mail _____
Number Street

_____ City State Zip Code

Please complete all sections of the application. Although resumes will be accepted and evaluated, this application form should be completed *totally* if the application is to be considered valid. Print "NA" on any section that is not applicable.

Educational Background: List all accredited postsecondary institutions attended.

Name of Accredited Institution and Location (Undergraduate)	Major(s)	Minor(s)	Semester Units Completed	Completed Degree/Year Received	Degree in Progress (indicate degree and date anticipated)
(Graduate)					

- Are you a U.S. Citizen? No Yes
 - Are you a permanent resident of the U.S.? No Yes If you are not a U.S. citizen or a permanent resident of the U.S., please print your alien work permit number: _____
 - Have you ever been convicted of any offense other than a minor traffic violation? No Yes (Conviction of a crime is not necessarily a bar to employment.) If "Yes", please list date, charge and disposition: _____

 - Have you ever pled guilty or no contest to any offense other than a minor traffic violation? No Yes (Pleading guilty or no contest to an offense is not necessarily a bar to employment) If "Yes", please list date, charge, place and disposition: _____

 - Do you possess a valid driver's license? No Yes If "Yes", complete the following:
 License #: _____ Issuing State/Expiration Date: _____
 - Do you have relatives working for the CCSN? No Yes If "Yes", complete the following:
 Name(s): _____
 Department(s): _____ Relationship(s): _____
- Having a relative working for CCSN neither disqualifies you from applying for a position at CCSN nor gives you an advantage.

If additional space is needed please use back page

Employment History

Include all of your employment experience in the last 10 years (academic or nonacademic), listing the most recent position first. Provide your complete employment history even if you attach a resume. If you had more than one position with the same employer, list each position separately. If more space is needed, use the same format on another piece of paper. Please explain gaps of more than six months in employment on a separate piece of paper.

Position: _____ Employer: _____

Address: _____
City State Zip Code

Supervisor: _____ Title: _____

Telephone No.: _____
Area Code

Dates: from _____ to _____ Full-time _____% of Full-time

Responsibilities: _____

Reason for leaving: _____

Position: _____ Employer: _____

Address: _____
City State Zip Code

Supervisor: _____ Title: _____

Telephone No.: _____
Area Code

Dates: from _____ to _____ Full-time _____% of Full-time

Responsibilities: _____

Reason for leaving: _____

Position: _____ Employer: _____

Address: _____
City State Zip Code

Supervisor: _____ Title: _____

Telephone No.: _____
Area Code

Dates: from _____ to _____ Full-time _____% of Full-time

Responsibilities: _____

Reason for leaving: _____

Continue on Addendum

References 5 Minimum

Please list current references who are familiar with your work-related ability and background. Do not use relatives.

Name: _____ Position: _____

Address: _____ Telephone No.: _____
Number Street Area Code
City State Zip Code

Name: _____ Position: _____

Address: _____ Telephone No.: _____
Number Street Area Code
City State Zip Code

Name: _____ Position: _____

Address: _____ Telephone No.: _____
Number Street Area Code
City State Zip Code

Name: _____ Position: _____

Address: _____ Telephone No.: _____
Number Street Area Code
City State Zip Code

Name: _____ Position: _____

Address: _____ Telephone No.: _____
Number Street Area Code
City State Zip Code

If applying for Part-Time Instructor Position:

Campus preference: ► Cheyenne Charleston Henderson Nellis Other

Subjects qualified to teach: ► 1st Choice _____
2nd Choice _____
3rd Choice _____

Application Certification

If you have ever been convicted of, or pleaded guilty or no contest to, a crime (other than minor traffic violations), you must report the conviction, guilty or no contest plea prior to the closing date. A conviction record or pleading guilty or no contest to a crime does not necessarily exclude you from consideration for employment with the college. However, failure to report convictions, guilty or no contest pleas prior to the closing date for the position can lead to dismissal from the position if you are the successful applicant.

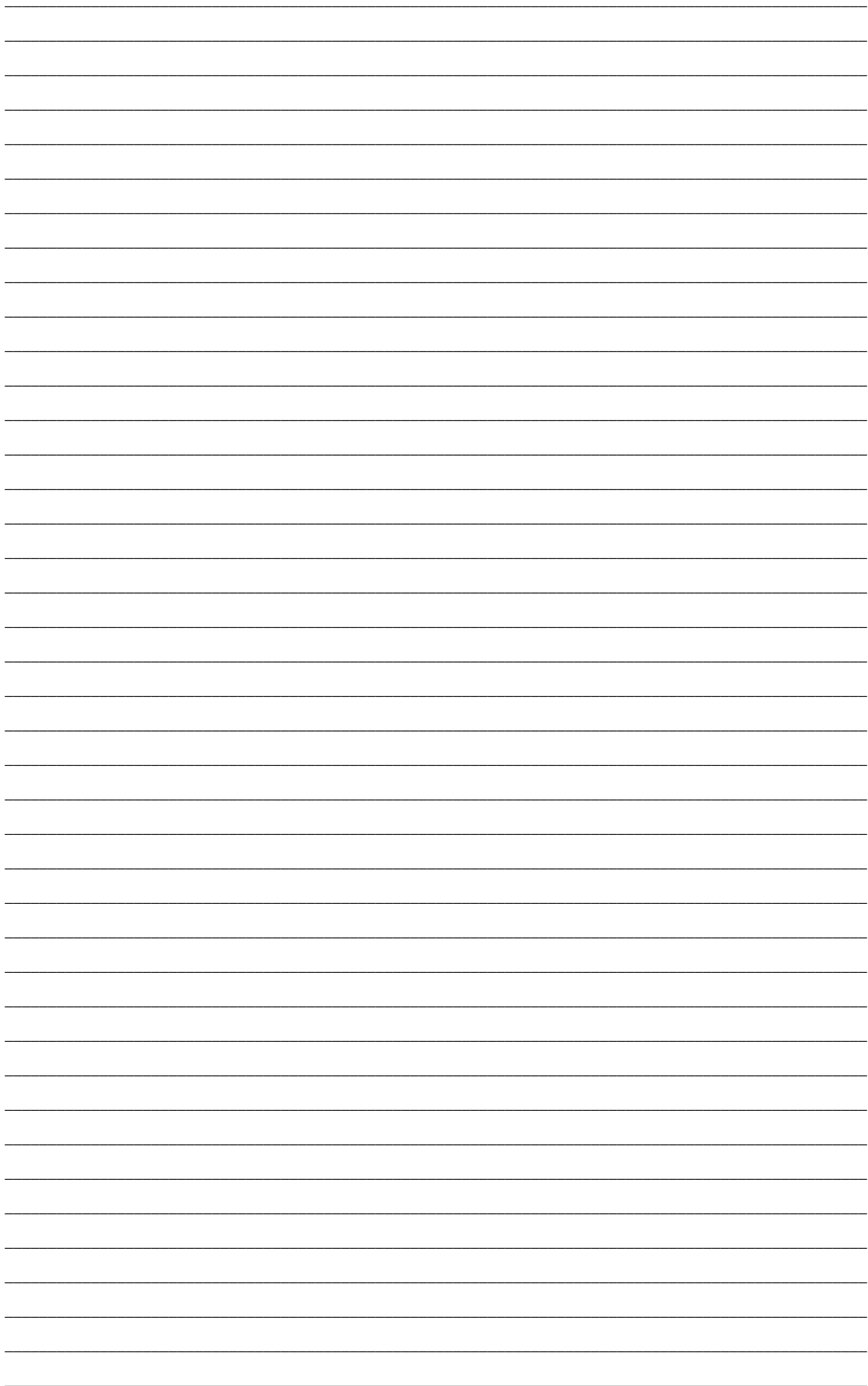
In connection with this application, I authorize CCSN and any agent acting on its behalf to conduct an inquiry into any information related to my potential or continued employment with CCSN and authorize the release of any such information, including, but not limited to, any criminal conviction on my record. Moreover, I hereby release CCSN and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

This application and all supporting documents become the property of the Community College of Southern Nevada and will not be returned to you.

I certify that the information I have provided in applying for this job is true and complete to the best of my knowledge and belief. I give the Community College of Southern Nevada and its authorized agents permission to verify and/or disclose any information given in connection with this application for personnel/employment purposes. I acknowledge that any misstatement or omission in the application materials may be cause for elimination from further consideration or dismissal if hired. I hereby authorize any and all persons and agencies to furnish to the Community College of Southern Nevada any information, including documents in my personnel file, which may be necessary to verify this application and any other materials submitted. I also understand that an incomplete application packet may delay or prevent employment opportunities with the Community College of Southern Nevada.

APPLICATIONS UNSIGNED WILL BE CONSIDERED INVALID

Applicant's Signature _____ Date _____



CCSN is asking all applicants for employment to complete this form in order to comply with United States Government equal employment opportunity requirements. Data collected will be used for statistical purposes and to measure effectiveness of recruitment efforts. The information which you provide will be kept confidential.

CCSN is an equal opportunity/affirmative action employer. If you think you have been treated unfairly or discriminated against because of race, color, national origin, religion, sex, age, disability, or sexual orientation, please contact the Director of Human Resources at 651-5800.

CCSN AFFIRMATIVE ACTION QUESTIONNAIRE?	
Position applied for _____	
Date _____	
Date of Birth _____	
Ethnic Origin (please check one):	
1 <input type="checkbox"/> White	3 <input type="checkbox"/> Hispanic
2 <input type="checkbox"/> Black	4 <input type="checkbox"/> Filipino
5 <input type="checkbox"/> Asian or Pacific Islander	6 <input type="checkbox"/> American Indian or Alaskan
7 <input type="checkbox"/> Other	
M <input type="checkbox"/> Male F <input type="checkbox"/> Female	

HOW DID YOU LEARN ABOUT THIS POSITION?	
<input type="checkbox"/> Bulletin Board in Human Resources office	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Chronicle of Higher Education	<input type="checkbox"/> Posting in Office other than College
<input type="checkbox"/> Internet/Website	<input type="checkbox"/> School/Career Center
<input type="checkbox"/> Job Hotline	<input type="checkbox"/> Specialized Journal
<input type="checkbox"/> Other (please specify) _____	

VERIFICATION OF EMPLOYMENT ELIGIBILITY

As mandated by the Immigration Reform and Control Act of 1986, all candidates offered employment after November 6, 1986 must provide written proof that establishes identity and eligibility to work in the United States. This is accomplished by completing the Employment Eligibility Verification Form (I-9) and producing acceptable documents including but not limited to United States Passport, State-issued Driver's License, Social Security Card, Birth Certificate, other acceptable documents that establish identity and eligibility to work in the U.S.

APPLICANTS WITH DISABILITIES:

If you have an impairment or disability which would hinder your ability to perform in the selection process, it is your responsibility to contact the Human Resources Department.

To the intent required by law, the Human Resources Department will make reasonable efforts in the examination process to accommodate disabilities. If you have special needs on the account of a disability, please call 651-5800.