

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

District Use Only

IVGID Human Resources
893 Southwood Boulevard
Incline Village, NV 89451
(775) 832-1100/(775) 832-1359 fax
jobs@ivgid.org

Date: _____

How to submit this application:

Please complete application and email to jobs@ivgid.org, or drop off at Human Resources located at 893 Southwood Blvd. Incline Village, NV 89451

If you have a disability and believe you require accommodation for the disability during the selection process, please contact us to make appropriate arrangements.

Name: _____
First Middle Last

Mailing Address: _____
City, State, Zip - Country

Phone: _____ **International Phone (if applicable):** _____

Email Address: _____

Have you or are you currently employed by IVGID? Yes ☐ No ☐

If Yes, what department? _____ Date(s) Employed: _____

List any relatives currently employed at IVGID: _____

Position(s) Applied For:

1) _____ 2) _____ 3) _____

Select all type(s) of employment you would consider: Full-Time ☐ Part-Time ☐

List any days or hours you cannot work: _____ Date available: _____

Can you perform the job requirements with or without reasonable accommodations? Yes ☐ No ☐

Certain positions have age requirements. Please select from of the following:

14-15 years old ☐ 16-18 years old ☐ 18-20 years old ☐ 21 years and over ☐

How did you hear about this job?

IVGID Website	☐	
Employee	☐	Please specify:
Other website	☐	Please specify:
Job Fair	☐	Please specify:

If other please specify: _____

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? Yes ☐ No ☐

Name of school	Diploma, Degree or Certificate	Major / Field of Study

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

CERTIFICATION AND LICENSES

List license or certifications required for the position(s) to which you are applying.

Type	Date Issued	Expiration Date	Entity Issued By

Please provide any additional information relevant to IVGID's consideration of your application for this position.

OTHER INFORMATION

Have you ever been disciplined in your employment related to workplace violence? Yes ☐ No ☐

If yes, please explain: _____

Do you presently use illegal drugs? Yes ☐ No ☐

EMPLOYMENT HISTORY

Please list relevant employment history, starting with most recent position. Use a separate block for each position. DO NOT use references such as "See Resume" in place of completing this section.

May we contact all employers listed? Yes ☐ No ☐ (Attach a list of any exceptions with an explanation.)

Employer: _____ Position/Job Title: _____

Dates: _____

Related Duties: _____

Reason for leaving: _____

Employer: _____ Position/Job Title: _____

Dates: _____

Related Duties: _____

Reason for leaving: _____

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Dates: _____

Related Duties: _____

Reason for leaving: _____

Employer: _____ Position/Job Title: _____

Dates: _____

Related Duties: _____

Reason for leaving: _____

Employer: _____ Position/Job Title: _____

Dates: _____

Related Duties: _____

Reason for leaving: _____

ADDITIONAL INFORMATION

Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other information that is not included in this employment application.

REFERENCES

Please list employment references.

Name	Relationship / Occupation	Phone	Years Known

ACKNOWLEDGMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the boxes to indicate you have read and understand each of the statements. If you have questions, contact Human Resources.

- ☐ Following an offer of employment, I will submit verification of my legal right to work in the United States.
- ☐ Any offers of employment, and the terms and conditions thereof, will be made in writing.
- ☐ Employment will be *at-will* unless specifically stated to be otherwise. *At-will* means IVGID may terminate my employment at any time with no advance notice and for any reason or no reason.
- ☐ This application is the property of IVGID, and will become part of my personnel file if I am hired.

PLEASE READ CAREFULLY

I authorize the Incline Village General Improvement District (IVGID) to contact any employer or individual that I have listed on my employment application, resume and or mentioned in job interviews, to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits, or other qualifications for employment and/or continued employment with IVGID. I further authorize IVGID to contact any entity for job-related information regarding education, licenses, and/or certificates which I may currently hold or may have held in the past. In exchange for IVGID's consideration of my employment application, and/or my continued employment with IVGID, if any, I authorize anyone possessing this information to furnish it to IVGID upon request, and I release the individual company or institution and all individuals providing the information or acquiring the information, including IVGID, 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. I further understand this consent will apply during the course of my employment with IVGID, should I obtain such employment. I understand and agree this consent shall remain in effect indefinitely. Additionally, by submitting this form I certify that the information provided is true and correct to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand I am required to abide by all rules and regulations of IVGID.

Signature of Applicant: _____ **Date:** _____
