

# EMPLOYMENT APPLICATION



## MARIPOSA ACADEMY OF LANGUAGE AND LEARNING

3875 Glen Street  
 Reno, Nevada 89502  
 775-826-4040  
 775-826-4030

*-Equal Opportunity Employer / Affirmative Action -*

### READ PAGE 5 BEFORE PROCEEDING

Position for which you are applying:				
Title _____				
<u>K</u> – 6 <sup>th</sup>	Special Education	Teacher Aid / Teacher Assistant	Literacy/Reading Specialist	Substitute Teacher

<b><u>AVAILABILITY DATA</u></b>
Date you will be available for employment:

Social Security No.	Last Name	First Name	MI
Mailing Address ( <i>Street or P.O. Box</i> )		Preferred E-Mail Address	
City	State	Zip	Home Phone ( <i>Include area code</i> )
		Work Phone ( <i>Include area code</i> )	

Check TYPES(S) of work you will accept:
A. <input type="checkbox"/> Permanent full-time
B. <input type="checkbox"/> Permanent part-time
C. <input type="checkbox"/> Intermittent (on-call)
D. <input type="checkbox"/> Temporary
E. <input type="checkbox"/> Seasonal
F. <input type="checkbox"/> Shiftwork/weekends

**FOR OFFICE USE ONLY**

Accept  Denied \_\_\_\_\_

Evaluator(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date \_\_\_\_\_

**Reason for Denial:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I FIRST LEARNED OF THIS**

- A.  Department of Personnel
- B.  Department of Personnel's Telephone Information Service
- C.  Employment Security Division Job Service
- D.  Ad in Newspaper or Professional/Trade Journal
- E.  Ad on Television
- F.  Internet
- G.  Job Fair

**EDUCATION AND TRAINING**

Highest Grade Completed: 7  8  9  10  11  12  / 13  14  15  16  / 17  18  19  20  \_\_\_Specify: \_\_\_\_\_

Elementary/High School (Indicate name and location of last school attended) _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Name</span> <span>Location</span> </div>	Did you graduate?  <input type="checkbox"/> Yes <input type="checkbox"/> No
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High school equivalent: Successful completion of:  GED  USAF  Other:

College, University or Professional School (List all undergraduate and graduate work. Transcripts may be required – see job announcement.)		Dates of Attendance (Month and Year)		No. of Credits		Degree Received (AA, BS, etc.)	Date Degree Rec'd	Major	Minor
Name	Location	From	To	Qtr	Sem				

Business, Correspondence, Trade, Technical or Vocational School		Dates of Attendance		Full Time	Part Time	Date Certif.	Percent Program	Title of Program or Subjects
Name	Location	From	To	Time	Hrs/Wk	Received	Complete	Taken

Are you a former employee of WCSD? Yes  No  Are you currently employed as a substitute teacher by WCSD? Yes  No

Are you currently employed by WCSD? Yes  No  Have you ever been employed by WCSD under a different name? Yes  No  If yes, what name: \_\_\_\_\_

Are you currently licensed by the Nevada State Board of Education to teach or substitute in Nevada? Yes  No

In completing this section please list only the grades and/or subjects you are Licensed to teach:

- |    |    |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Please list any activities or special subjects you are qualified to advise and/or teach (debate, yearbook, drama, art, PE)

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What Languages do you Speak, Read and Write:

**EMPLOYMENT HISTORY**

LENGTH OF EXPERIENCE		
Total:	From	To
<small>Years/Mo.</small>	<small>MMM-YY</small>	<small>MMM-YY</small>
<input type="checkbox"/> Full-Time (40 Hrs/Week)	OR	<input type="checkbox"/> Part-Time (__ Hrs/Wk)
Last Month Salary _____		
Reason for Leaving _____		

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Last Month Salary _____		
Reason for Leaving _____		

Current or Last Employer _____		Location _____
Your Title _____	Supervisor _____	Phone No. _____
		% of Time
Major Activities: 1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
Number and Title(s) of people you supervised _____		
Machines/equipment you used _____		

Current or Last Employer _____		Location _____
Your Title _____	Supervisor _____	Phone No. _____
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Major Activities: 1. _____		
2. _____		
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Machines/equipment you used _____			
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**Attach additional sheets if necessary. Be sure to include all information requested above.**

## INSTRUCTIONS

1. **Read the job announcement carefully** before you apply. Job announcements contain special instructions and requirements. It is your responsibility to ensure that you meet those requirements. If you have not seen a job announcement, you can receive or view one by:
  - \* **Visiting Mariposa Academy of Language and Learning.**
  - \* Contacting 775-826-4040 during working hours of 7:30 a.m. to 4:00 p.m. Monday - Friday.
  - \* Visiting our website at: <http://dop.nv.gov>.
2. **Do not substitute a resumé or other application form for this application.** Resumés may be attached only for additional information.
3. **Print clearly in dark ink or type.** Give complete and accurate information.
4. Complete a **separate application** for each job. Photocopies are acceptable, but original signatures are required.
5. An applicant offered employment in a position affecting public safety may be required to take a controlled substance screening test. Employment is contingent on passing the test. The job announcement will indicate if this is a requirement.
6. **Employment History Section. Be specific and complete.** The information provided will be used to determine if you meet the minimum qualifications, and, if an examination is required, whether you will be admitted. For jobs with training and experience rating, scores may be based upon information in this section.
  - a. List your present or most recent experience first. Include all job related volunteer and/or unpaid experience.
  - b. List each job (including promotions) separately, even if it was within the same organization.
  - c. If you attach additional information sheet(s), include **all** of the information requested on the application, i.e., dates of experience, hours per week, etc.
  - d. If the hours per week on a job vary, use the **average** number of hours per week. Part-time experience is prorated according to the number of hours worked, using a 40-hour week as the standard for full-time work.
  - e. To receive proper credit, list the most important and/or time consuming **activities** and the percentage of time spent on each for each position. Percentages should add up to 100%. Do not include unimportant duties which are performed only occasionally.
7. Sign and date the application below. Your signature indicates your agreement with the statements listed above it and understanding of the statements listed on this page.
8. Retain a copy of the application for presentation to the hiring committee when called for an interview.
9. **Submit the application as directed on the job announcement.** Your application must be delivered to the agency designated on the bottom of the job announcement by 5:00 p.m. on the final filing date. Applications received after 5:00 p.m. of the final filing date will not be accepted. Additional information may not be accepted after the close of the filing period.
10. Your application and all attachments become the property of Mariposa Academy and cannot be returned. Work samples, letters of recommendation and the like should **not** be submitted with the application. You may take such materials with you to an actual employment interview.
11. The incomplete or improper completion of an application may result in the application being returned or rejected.
12. **Attention Current WCSD Employees.** You must indicate if you are either currently employed by WCSD and/or were employed under another name.
13. Contact the personnel office at the number(s) listed in No. 1 above if you have any questions about completing the application **OR** if there is any change to your name, address, telephone number or promotional status.
14. A checklist is included on page 7 of the application for your convenience.

### IMPORTANT

1. I declare that any statement in this application or information provided is true and complete. I understand that if I provide false information I may subject myself to the penalty provisions of NRS 284.430.
2. At the time of application, I attest that I have the legal right to reside and work in this country (proof required upon employment).
3. In connection with this application, I authorize the State of Nevada and any agent acting on its behalf to conduct an inquiry into any information related to my potential or continued employment with the State and authorize the release of any

such information, including, but not limited to, any criminal conviction on my record. (Check box below if you do not want your present employer contacted.) Moreover, I hereby release the State of Nevada and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

I request that you do not contact my present employer unless necessary to determine my qualifications for the position.

Signature (*Do not print*) \_\_\_\_\_ Date \_\_\_\_\_

The following information will be used by Mariposa Academy for research and statistical purposes only. Federal and State laws make it unlawful to discriminate in employment on the basis of race, color, religion, sex, national origin, handicap or age. Your participation is voluntary and would be greatly appreciated. This information will be kept separate and confidential and will not be used to make any employment decision:

Do you need an accommodation in the application or testing process for the job for which you are applying for any disability you may have? **(It is not necessary that you describe or identify the disability.)**

Yes       No

If "Yes", please describe the type of accommodation required:

## EMPLOYMENT QUESTIONNAIRE

**(DO NOT REMOVE)**

**Choose one ethnic group with which you most closely identify:**

- I. American Indian or Alaskan Native. *(All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.)*
- B. Black. *(Not of Hispanic origin: All persons having origins in any of the Black racial groups).*
- A. Asian/pacific Islander. *(All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.)*
- H. Hispanic. *(All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.)*
- W. White. *(Not of Hispanic origin: All persons having origins in any of the original people of Europe, North Africa, or the Middle East.)*

Date of Birth:

Sex:  Male   
Female

**FOR YOUR CONVENIENCE, APPLICANT CHECKLIST ON PAGE 7.**

## **APPLICANT CHECKLIST**

**APPLICATION CANNOT BE CONSIDERED FOR EMPLOYMENT  
UNLESS ALL REQUIRED DOCUMENTS ARE IN FILE**

- Completed and signed Application
- Resume Attached
- Arranged to have Official transcripts mailed to the school or are attaching them to the application.
- If applicable, submitted a copy of your Nevada teaching license or another valid teaching license with the completed application materials. If you have applied for your license but have not yet received it, please note that in the application and/or cover letter and submit a copy when you receive the license.

**AFTER OFFICIAL ACTION IS TAKEN AT A MEETING OF THE BOARD, SUCCESSFUL  
CANDIDATES WILL BE NOTIFIED FOR AN INTERVIEW. YOU WILL THEN BE  
RESPONSIBLE FOR COMPLETING ADDITIONAL PAPERWORK FOR  
EMPLOYMENT AND SALARY PLACEMENT.**

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