

# DUCK VALLEY HOUSING AUTHORITY

P.O. BOX 129

OWYHEE, NEVADA 89832

775 / 757-3589

FAX 775 / 757-3746



## Employment Application

Duck Valley Housing Authority (DVHA) employment application are to be received and stamped by the DVHA Secretary by 5:00 p.m. on the closing date of the Job Announcement. All interview notifications will be made by certified mail. It is your responsibility to notify DVHA if your mailing address and/or phone number changes.

It is the responsibility of the applicant to make sure all required documentation is attached to the application. ***Your application must have the following documents for your application to be complete: Application, High School Diploma, College Transcripts, Certification, Certificates, Letters of Recommendation, Driver's License, Tribal Identification (For Indian or Tribal Preference), Veterans Preference and minimum qualification documentation.***

1. Complete a separate application for each position applying for.
2. Be sure to sign your application in ink. Electronic signature is acceptable if utilizing the website application.
3. Type or print clearly in dark ink.
4. All applications will be screened by the selection committee, incomplete or illegible applications will not be considered for interviews.
5. DVHA is not responsible for applications that are late, lost in the mail, or lost as a result of transmitting by fax or email.

**Please keep a copy of your application**

### VETERANS'/DISABLED VETERANS'/VIETNAM ERA/NATIVE AMERICAN/TRIBAL PREFERENCE

To obtain Native American/Veterans'/ Tribal Preference points when applying with the Duck Valley Housing Authority you must meet all of the following criteria:

1. You must have served in the Armed Forces for a period of 180 consecutive days unless you were discharged because of a service-connected disability.
2. You must have been released or discharged with other than dishonorable/undesirable discharge.
3. You must attach a copy of your DD214/DD215 to your application or a Military Certificate of Service from the VA.
4. Disabled Veterans' Preference - You must provide VA Certification.
5. Native American and Tribal Preference - You must provide a copy of Tribal ID or Membership Certificate.

### WORK HISTORY INSTRUCTIONS

All information provided in the Work History section will be used to evaluate whether you meet the minimum qualifications listed in the announcement. Starting with your most recent job and follow up with your paid jobs or volunteer work.

1. If you held more than one position with the same company, list each position as a separate job in the Work History Section. Provide your duties as well as beginning and ending dates and hours worked per position.
2. Clearly describe all your duties. If your description of work in the Work History Section is brief and/or insufficient to determine if you meet the qualifications for the job, you may not be considered for the position.
3. Complete each applicable box. If you do not provide all the information in the Work History Section, no credit will be given for that job.

**A RESUME WILL NOT BE SUBSTITUTED FOR COMPLETION OF THE WORK HISTORY SECTION**

**JOB APPLYING FOR:**

**DATE OF ANNOUNCEMENT:**

**NAME AND ADDRESS**

NAME (LAST, FIRST, MIDDLE)

HOME TELEPHONE (Including area code)

MAILING ADDRESS

WORK TELEPHONE (Provide only one including area code)

CITY

STATE

ZIP

DO YOU CLAIM N/A AND TRIBAL HIRING PREFERENCE? (Check One)

YES

NO

EMAIL ADDRESS

**VETERANS' PREFERENCE – To Receive Credit you must provide VA Certification**

DATE OF ENTRY: (MM/DD/YYYY)

DATE OF DISCHARGE (MM/DD/YYYY)

**DISABLED VETERANS' PREFERENCE – To Receive Credit you must provide VA Certification**

**WORK SCHEDULE AVAILABILITY**

CHECK ONLY ONE

SEASONAL

EITHER

PERMANENT

CHECK ONLY ONE

FULL TIME

PART TIME

ANY

DATE YOU CAN REPORT TO WORK

**EDUCATION/TRAINING HISTORY**

**List Military, Colleges, Trade, Business, or other schools attended**

Do you have a High School Diploma or GED Certificate? Check One: Yes

No

**COPY MUST BE ATTACHED**

Names and Addresses of School, College or University

Course of Study  
List Major

Credits  
Earned  
& Indicate  
Hours

Did You  
Graduate?  
(Yes/No)

Degree or Certificate  
Received.  
(AA, BA, BS, MA, PhD)

1

2

3

4

**LICENSE/REGISTRATION/CERTIFICATE**

List any Licenses, Registration, Certificate, Commercial Driver's License (CDL), etc.

**DESCRIPTION**

**STATE**

**NUMBER**

**COPY MUST BE ATTACHED**

**EXPIRATION DATE**

## SPECIALIZED SKILLS AND KNOWLEDGE

List skills or knowledge that show your ability to perform the job for which you are applying such as: typing speed, computer language skills or software programs, bilingual, etc. **Attach additional pages as needed.**

### WORK HISTORY

#### Job Number 1: (Current or most recent position)

NAME OF EMPLOYER

EMPLOYER'S ADDRESS

NAME OF BUSINESS

EMPLOYER'S PHONE NUMBER

YOUR JOB TITLE

SUPERVISOR'S NAME

TOTAL TIME IN CURRENT OR LAST POSITION

AVERAGE HR.S PER WEEK

MAY WE CONTACT THIS EMPLOYER?

YES

NO

DUTIES (List all duties you performed. No credit will be given if this section is not complete)

Reason for leaving this position:

#### Job Number 2:

NAME OF EMPLOYER

EMPLOYER'S ADDRESS

NAME OF BUSINESS

EMPLOYER'S PHONE NUMBER

YOUR JOB TITLE

SUPERVISOR'S NAME

TOTAL TIME IN THIS POSITION

AVERAGE HR.S PER WEEK

MAY WE CONTACT THIS EMPLOYER?

YES

NO

DUTIES (List all duties you performed. No credit will be given if this section is not complete)

Reason for leaving this position:

**Job Number 3:**

NAME OF EMPLOYER

EMPLOYER'S ADDRESS

NAME OF BUSINESS

EMPLOYER'S PHONE NUMBER

YOUR JOB TITLE

SUPERVISOR'S NAME

TOTAL TIME IN THIS POSITION

AVERAGE HR.S PER WEEK

MAY WE CONTACT THIS EMPLOYER?

YES

NO

DUTIES (List all duties you performed. No credit will be given if this section is not completed)

Reason for leaving this position:

**Job Number 4:**

NAME OF EMPLOYER

EMPLOYER'S ADDRESS

NAME OF BUSINESS

EMPLOYER'S PHONE NUMBER

YOUR JOB TITLE

SUPERVISOR'S NAME

TOTAL TIME IN THIS POSITION

AVERAGE HR.S PER WEEK

MAY WE CONTACT THIS EMPLOYER?

YES

NO

DUTIES (List all duties you performed. No credit will be given if this section is not complete)

Reason for leaving this position:

#### LEGAL HISTORY

**Can you work legally in the United States:** YES NO

(Documentation showing eligibility for employment in the U.S. and identification will be required)

**Have you ever been terminated or asked to resign from employment?** YES NO

**Have you ever been convicted of a misdemeanor, gross misdemeanor, or felony?** YES NO

**The Crime Control Act, PL 101-647, and Family Violence Prevention Act, PL 101-630 of 1990** requires the following questions of persons applying for positions that involve regular contact with or control over Indian Children.

**Have you ever been arrested or charged with a crime involving a child?** YES NO

**Have you ever been found guilty of or entered into a plea of nolo contendere (no contest), or guilty of any offense under Federal, State or Tribal involving crimes of violence, sexual assault, sexual molestation, sexual exploitation, sexual contact or prostitution, or crimes against persons?** YES NO **If yes, please explain the date, violation, disposition of arrest or charge, place of occurrence, and the name and address of the Police Department or Court involved.**

**If yes, please explain:**

**Have you had any gaps in your employment history?** YES NO

**If yes, please explain:**

#### REFERENCES

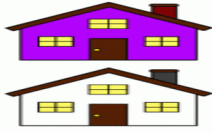
List three Business/Work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

**Name and Address: Include State and Zip Code, Telephone Number and Area Code and the years you've known that person.**

1

2

3



#### CERTIFICATION AND SIGNATURE

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of any related employment process, whether made by me or by others at any request, will result in rejection of my application, denial of employment, or dismissal from the Duck Valley Housing Authority if discovered after employment and under some circumstances may result in prosecution for a crime.

- I certify that all statements contained in this job application are true and complete whether made by me or others at my request.
- I can perform the duties of this position with or without reasonable accommodation as defined by the American Disabilities Act.
- I understand that if hired, I must prove that I am legally authorized to work in the United States.
- I authorize Duck Valley Housing Authority to check employment references and certify education information provided on this employment application as disclosed.
- I authorize Duck Valley Housing Authority to check my driving record if the position for which I am applying requires driving.
- I understand that I may be asked to submit pre-employment drug test, a credit history check and criminal history background check as a condition for employment.
- I release the Duck Valley Housing Authority and all providers of information from any liability as a result of furnishing and receiving any information related to the Duck Valley Housing Authority hiring process.

Signature (Must be signed in ink or electronically)

Date:

**KEEP A COPY OF YOUR APPLICATION FOR YOUR INTERVIEW. COPIES WILL NOT BE PROVIDED.**

RECRUITMENT AND TRACKING INFORMATION

DO NOT WRITE YOUR NAME OR OTHER IDENTIFYING INFORMATION ON THIS PAGE

Job applied for:

HOW DID YOU LEARN ABOUT THIS POSITION?

Newspaper (List publication)  
Other website (List website)  
Local Posting  
Friend  
Other

VOLUNTARY INFORMATION

The information you provide below is voluntary.

Affirmative Action

If you choose to provide this information, it will help us evaluate the effectiveness of our action programs. This will also be used for research and statistical purposes.

ETHNIC BACKGROUND (Check only one)

- A. (A) Asian or Pacific Islander:** Persons having origins in any of the peoples of the far east, southeast Asia the Indian subcontinent, or the Pacific Islands. This area includes for example: China, Japan, Korea, and the Philippine Islands and Samoa.
- B. (B) African American (Not of Hispanic origin):** Persons having origins in any of the black ethnic groups.
- C. (H) Hispanic:** Persons having origins in any of the Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures regardless of ethnicity.
- D. (I) Native American or Alaskan Native:** Persons having origins in any of the original peoples of North America and who maintain cultural identification through Tribal affiliation or community recognition.
- E. (W) Caucasian (Not of Hispanic origin):** Persons having origin in any of the original peoples of Europe, North Africa, or the Middle East.

**Gender:** Male Female

**Disabled:** YES NO

(Checking the "YES" box has no effect on an employer's obligation to provide reasonable accommodation under State and Federal Disability Laws.)

ATTENTION

Attach this page to your application materials, even if you do not provide the voluntary information.