
EDUCATION RECORDDid you graduate from high school or receive a GED certificate? Yes No

School Name College/Technical/Vocational/Other	Location	Credits Earned	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 driver's license and other current licenses, certifications or registrations required for the position(s) for which you are applying.

Type	Date Issued	Date Expires	Entity

SKILLS

List any special skills you possess and/or equipment or office machines you can operate (Example: bartending, cashiering, electrical, accounting, management/supervisory, skiing, golfing, etc).

Foreign Language	Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/>	Proficiency
Computer Skills		Proficiency
Additional Skills		Proficiency

OTHER INFORMATIONHave you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony or any lesser crime, other than a minor traffic infraction? Yes No If yes, list all such offenses and provide date, name of court, and disposition. You may omit minor violations for which you paid a fine of \$50 or less. A conviction or guilty plea will not necessarily disqualify you from employment.

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

List employers, starting with the most recent (including all paid military and volunteer work), for the past 10 years. 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: _____
Address: _____
From (Mo/Yr) _____ To (Mo/Yr) _____ Full-Time (40+ hrs/wk) Part-Time (<40 hrs/wk)
Supervisor's Name/Title: _____ Phone: _____ Salary: _____
Related Duties: _____
Reason for leaving: _____

Employer: _____ Position/Job Title: _____
Address: _____
From (Mo/Yr) _____ To (Mo/Yr) _____ Full-Time (40+ hrs/wk) Part-Time (<40 hrs/wk)
Supervisor's Name/Title: _____ Phone: _____ Salary: _____
Related Duties: _____
Reason for leaving: _____

Employer: _____ Position/Job Title: _____
Address: _____
From (Mo/Yr) _____ To (Mo/Yr) _____ Full-Time (40+ hrs/wk) Part-Time (<40 hrs/wk)
Supervisor's Name/Title: _____ Phone: _____ Salary: _____
Related Duties: _____
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Employer: _____ Position/Job Title: _____
Address: _____
From (Mo/Yr) _____ To (Mo/Yr) _____ Full-Time (40+ hrs/wk) Part-Time (<40 hrs/wk)
Supervisor's Name/Title: _____ Phone: _____ Salary: _____
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 references that are job related (i.e. co-workers), not related to you.

Name	Relationship / Occupation	Telephone	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.
- All offers of employment and all information regarding compensation and other terms and conditions of employment may be made in writing for specific positions.
- 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, my signature below certifies 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:** _____