



Silver State High School

Charter School

3719 N. Carson Street
Carson City, NV 89706

Phone (775) 883-7900

Fax (775) 883-9130

Thank you for your interest in Silver State High School!

This application must be complete for you to be considered for employment. Please make sure you include the following:

- COMPLETED APPLICATION FORM
- RESUME
- AT LEAST THREE RECENT LETTERS OF REFERENCE
(Letters written more than two years ago are **not** considered recent.)
- TRANSCRIPTS FROM ALL EDUCATION INSTITUTIONS
(For the purpose of this application unofficial transcripts will be accepted, but prior to being offered a contract official transcripts **must** be received.)
- ANY ADDITIONAL DOCUMENTS AS INDICATED IN APPLICATION

Each additional sheet of paper must have your complete name and social security number on the top and must be signed and dated on the bottom.

If you have any questions, *please* do not hesitate to contact Alan Staggs at the number above for assistance.

Thank You!



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Application Document
Equal Opportunity Employer

Position Applied for: _____

Name (Last) _____ (First) _____ (Initial) _____

Social Security Number _____ / _____ / _____

Address (Street) _____ (City) _____ (State) _____ (Zip) _____

Telephone Number (Home) _____ (Work) _____ (Cell) _____

E-Mail Address _____

Other names by which transcripts or references might identify you: _____

Is the above address your permanent address? YES NO

If not, please give your permanent address. _____

This application and all attachments become the property of Silver State High School and will not be returned to the applicant. If you are hired, documents showing your eligibility to be employed in the United States will be required.

Please include a recent resume with this application.

REFERENCES

Applicant must have five (5) references listed below and at least three (3) recent (within the last two years) letters of reference included with the application.

Name	Official Position	Letter Included	Complete address: Street, City, State, Zip	Telephone# E-mail Address
1				
2				
3				
4				
5				

LANGUAGE ABILITIES: (Other than English)

Fluent in _____, conversant in _____,
and can read and/or write _____.

EDUCATION AND/OR PROFESSIONAL TRAINING

Please list all educational institutions attended, listing the most recent first. If necessary use another sheet of paper to include all educational institutions. For the purpose of this application copies of transcripts will be accepted, but applicant **must** supply **official transcripts** from all institutions the applicant attended prior to a contract being offered.

From		To		Name of Institution	Location (City, State)	Credits	Degree/Diploma	Major(s)	Minor(s)
mo	yr	mo	yr						

PROFESSIONAL EXPERIENCE

Please list all work experience, listing the most recent first. If necessary use another sheet of paper to include all educational institutions.

From		To		Name of Business	Location (City, State)	Position/Responsibilities
mo	yr	mo	yr	Name of Direct Supervisor	Phone Number	

ADDITIONAL INFORMATION

- Have you ever been charged, arrested, or convicted of a felony? YES NO

- Have you ever been charged, arrested, or convicted of a sex offense? YES NO

IF YOU HAVE ANSWERED 'YES' TO EITHER OF THE ABOVE QUESTIONS, YOU MUST DIRECT A CONFIDENTIAL LETTER TO ADMINISTRATION EXPLAINING THE SITUATION.

Note: Existence of a criminal record does not automatically bar the applicant from employment.

- Do we have your permission to contact your previous and present employers? YES NO

Silver State High School will need to contact previous and present employers. If the answer is NO, please specify when we will be able to contact previous and present employers. _____

- Are you able to perform the necessary functions essential for the position you have applied for? YES NO

SSHS supports and complies with the provisions of the Americans with Disabilities Act (ADA). If you require special accommodation(s), please, on an attached sheet of paper indicate how you will perform the tasks required by the position you have applied for and what accommodations you might require.

REASONABLE ACCOMODATION

Silver State High School will make efforts to provide reasonable accommodations to disabled candidates in the employment process. If you have special needs please notify the Silver State High School administration when you turn in your application.

READ AND SIGN

I understand any false statements or misrepresentation of facts are grounds for dismissal or removal of consideration for employment. I hereby certify that the statements and information provided above is true and correct to the best of my knowledge and belief. I waive the right to hold liable those persons whose names appear on the application form. I understand that if I am considered for employment with Silver State High School and am related to a current member of the Governing Body, Nevada Law requires that such a relationship be reported prior to hiring. I have never been released from a position nor have I been asked to resign for any reason. (In event that applicant has been released or asked to resign; an explanation must be attached to the application.) I understand that this application is not a contract or offer of employment.

I have read and understand the above paragraph, initial here: _____

I further understand that before any contract becomes effective or compensation is possible, I must personally obtain information required for compliance with the Immigration Reform and Control Act of 1986. I also understand that all employees of Silver State High School are finger printed and may be asked to submit to a drug test. Silver State High School does not knowingly discriminate on the basis of sex, sexual orientation, age, race, creed, disability or national origin.

I have read and understand the above paragraph, initial here: _____

If so indicated above, I authorize a designated representative of Silver State High School to request any information in writing or orally from my previous employers and professional references: I agree that all such information provided will remain confidential and unavailable for my review and I agree to hold Silver State High School and its employees, as well as my previous employers and professional references, harmless as to any information provided.

Initial here for authorization _____

Signature of Applicant

Date

THANK YOU FOR YOUR INTEREST IN SILVER STATE HIGH SCHOOL!