



**CITY OF CARLIN**  
 101 S. 8<sup>th</sup> Street  
 PO Box 787  
 Carlin, Nevada 89822  
 775-754-6354  
 775-754-6912 FAX

**EMPLOYMENT APPLICATION**  
 An Equal Opportunity Employer

*If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone(s) Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

Position Applied for \_\_\_\_\_

How did you hear about this position?  Advertisement  Walk-In  Referral (by whom?) \_\_\_\_\_

Other (explain) \_\_\_\_\_

If offered employment, when will you be available to begin? \_\_\_\_\_

What type of employment will you accept?  Full-Time  Part-Time  Temporary

Will you be available for shift work? .....  Yes  No

Will you be available to work weekends and/or holidays if necessary? .....  Yes  No

Have you been given a job description or had the requirements of the job explained to you? .....  Yes  No

Do you understand the job requirements? .....  Yes  No

Can you perform the essential functions of this job with or without reasonable accommodation? .....  Yes  No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? .....  Yes  No

After an offer of employment, can you submit verification of your legal right to work in the United States? .....  Yes  No

List other names, if any, you have used. \_\_\_\_\_

**EDUCATION RECORD**

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

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational				
1.				
2.				
College/University (Undergraduate)				
1.				
2.				

Graduate School				
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**LICENSES** (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

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Answer only if position requires.

Do you possess a valid driver's license?  Yes  No

If so, license expires \_\_\_\_\_ Class \_\_\_\_\_ Restrictions (if any) \_\_\_\_\_

For positions that require typing: I certify that I can type at a speed of \_\_\_\_\_ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in \_\_\_\_\_

Written fluency in \_\_\_\_\_

List any special skills you possess and/or equipment or office machines you can operate.

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**OTHER INFORMATION**

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony, misdemeanor, (excluding juvenile adjudication), 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. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

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

If yes, please explain.

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Do you presently use illegal drugs? .....  Yes  No

Have you ever been employed by the City of Carlin? .....  Yes  No

If yes, please provide the following information:

Department \_\_\_\_\_ Position Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Reason for Separation \_\_\_\_\_

Are you related to anyone who is currently employed by the City of Carlin?.....  Yes  No

If yes, please provide the following information:

Related person's name \_\_\_\_\_ Department \_\_\_\_\_

Relationship \_\_\_\_\_

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**EMPLOYMENT HISTORY**

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Provide information regarding all paid employment (include military employment if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do NOT use references such as "See Résumé" in place of completing this section.

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

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Present Employer \_\_\_\_\_ Present Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Related Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Related Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
City \_\_\_\_\_  Full-Time (30+ hrs/wk)  Part-Time (<30 hrs/wk)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Salary \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Related Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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\_\_\_\_\_ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

\_\_\_\_\_ This application is the property of the City of Carlin and will become part of my personnel file if I am hired.

\_\_\_\_\_ I authorize the City of Carlin to contact any employer or individual to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with the City of Carlin. In addition, I authorize the City of Carlin to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize the City of Carlin to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize the City of Carlin to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

\_\_\_\_\_ In exchange for the City of Carlin's consideration of my employment application, and/or any continued employment with the City of Carlin, I authorize anyone possessing information to furnish it to the City of Carlin upon request, and I release the organizations and all individuals providing the information or acquiring the information, including the City of Carlin, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is 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 entire course of my employment with the City of Carlin should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.

\_\_\_\_\_ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with the City of Carlin. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from the City of Carlin constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that the City of Carlin is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to the City of Carlin. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**CARLIN POLICE DEPARTMENT**

**WAIVER AND AUTHORIZATION TO RELEASE INFORMATION**

I authorize you to furnish the Carlin Police Department with any and all information that you have concerning me, my work records, my reputation, my medical records, and my military service records. Information of a confidential or privileged nature may be included. Your reply will be used to assist in determining my qualifications and fitness for the position I am seeking.

I understand my rights under Title 5, United States Code, Section 552(a), the Privacy Act of 1974, and waive those rights with the understanding that information furnished will be used by the Carlin Police Department.

I hereby release you, your organization and others from any liability or damage which may result from furnishing the information requested.

A photocopy reproduction of this request shall be for all intents and purposes as valid as the original. You may retain this form in your files.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**City of Carlin**  
Position Announcement

Position: Animal Control/City Code Enforcement Officer

Department: Police

Reports to: Chief of Police

Classification: Non-exempt, Full-time

***General Description of Position:***

Performs a variety of routine and complex issues relating to Carlin city animal control, public nuisance, garbage, health and safety ordinances. Works in support of public safety functions through the Police Department.

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***Essential Duties and Functions:*** [Animal Control]

The Animal Control & Compliance Officer (ACCO) is responsible for capturing and impounding stray, unlicensed or nuisance animals, and for aggressively enforcing state and local animal control ordinances.

The ACCO patrols city streets in an appropriately marked City vehicle, investigates complaints regarding animals creating nuisances, works with health agencies and officials and locates dogs or other animals which have bitten or attacked humans or other animals, or which may pose a threat to humans or other animals.

The ACCO enforces applicable state laws and city ordinances relating to proper treatment of animals and investigates complaints or allegations of animal cruelty, and ownership/possession of dangerous or vicious animals. Prepares investigative reports for submission to appropriate prosecutor and assists in the preparation of criminal prosecutions of offenders. Testifies in court regarding animal control cases and related matters.

The ACCO collects dead, injured, stray, or dangerous animals within the city limits, and issues warning and citations as appropriate for violations of state and local animal control laws. Disposes of unwanted or unclaimed animals by sale, adoption or other appropriate methods.

The ACCO is responsible for cleaning and maintaining the Carlin Animal Shelter, and for cleaning and maintaining the animal control vehicle in good operational condition.

The ACCO is responsible for ordering and ensuring adequate amounts of pet food are maintained on hand at all times, and for maintaining an inventory list of cleaning/disinfecting supplies, and animal control equipment and euthanasia chemicals. Acts as the City's euthanasia technician for injured, unclaimed or dangerous animals.

The ACCO researches and assists in the preparation of grant requests for animal control equipment, supplies, and programs.

The ACCO assists the Police Chief in preparing the annual budget as it relates to animal control needs.

The ACCO attends regular training sessions related to animal control issues as required by department orders.

The ACCO is responsible for maintaining animal licensing information and for keeping and collating animal control data by means of appropriate software.

***Essential Duties and Functions:*** [Code Compliance]

The ACCO patrols city streets and other public lands within the city limits in appropriately marked City vehicle and looks for nuisance violations, parking violations, and garbage violations.

The ACCO investigates complaints regarding violations of nuisance, parking/storage, and garbage ordinances; including interviewing complainants, witnesses, and suspects. Collects evidence, both physical and photographic.

The ACCO works closely with the public, department heads and other city staff to assist in enforcement of nuisance, parking, and health & sanitation ordinances.

The ACCO aggressively enforces nuisance, parking, and health & sanitation ordinances through investigation, warnings, citations and submission of criminal cases to appropriate prosecutors.

The ACCO prepares concise and intelligent reports of investigations to appropriate prosecutors and assists in case preparation of criminal cases against violators. Testifies in court on matters relating to specific cases or nuisance matters in general, as required.

The ACCO collects and collates data regarding compliance and non-compliance with local nuisance, health & sanitation, and parking/storage ordinances, and prepares reports for presentation to the City Council as requested through the chain of command.

The ACCO assists the Chief of Police in the preparation of the annual budget as it relates to the needs of the code compliance function.

***Other Duties:***

As assigned by the Chief of Police

***Minimum Requirements:***

Must have earned a high school diploma or equivalent; must have one year of experience in the care and handling of domestic animals. Must be able to demonstrate an understanding of proper animal care concepts.

Must be able to deal with the public in adverse or confrontational situations.

***Special Requirements:***

Must possess a valid Nevada drivers' license, or be able to obtain one within 30 days of date of employment. Must obtain Level I certification from the National Animal Control Association and must obtain certification by the State of Nevada as a Euthanasia Technician.

Must be able to use a police band radio.

Must be willing to work shift work and to occasionally work holidays, if required.

Must be able to pass a thorough background investigation.

Must be able to pass pre-employment drug screen.

Must be willing to submit to random drug screening in accordance with City of Carlin employment policy.

***Tools and Equipment Used:***

Animal Control vehicle, police radio, animal catch pole, muzzle, sodium pentobarbital, syringe with needle, stethoscope, animal traps, cellular telephone, first aid equipment, personal computer, copy machine, fax machine.

***Physical Requirements:***

The ACCO must occasionally lift and/or move up to 100 pounds of live animal; must be able to answer and talk on a telephone and interface personally with the public, city officials and staff. Must possess strength and stamina to sit at a desk, walk and/or run over uneven surfaces, bend, stoop, climb, crawl, negotiate fences and other obstacles, stand for long periods, physically restrain and control violent animals, and drive a vehicle. The ACCO must be able to withstand exposure to adverse weather conditions, sustain exposure to oleoresin capsicum (OC) spray, or other restraining chemicals. Must have the ability to work all shifts and weekends. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

\_\_\_\_\_  
Employee Signature

Date \_\_\_\_\_

\_\_\_\_\_  
City Manager

Date \_\_\_\_\_