

Application for Employment

UNLV/CSUN Preschool (Lynn Bennett Early Childhood Education Center)

University of Nevada, Las Vegas

The University of Nevada, Las Vegas is an equal opportunity/affirmative action employer. UNLV employs only U.S. citizens and those person/s authorized to work in the U.S. All applicants must be 18 years of age to work at the preschool, eligible for a Las Vegas Sheriff's Child Care Card, negative TB test, and completed background check.

* I am applying for the following semester: Spring 2021____Summer 2021____ Fall 2021____

Circle one: Assistant Student Status: (\$9.00/hr.)

Assistant Student Work Study Status: (\$10.00/hr.)

Student Substitute Teacher: (\$12.00/hr.)

Non Student Substitute Teacher: (\$12:00/hr.)

* If a student, I acknowledge that I must maintain 6 credits and a 2.0 GPA in order to be employed. I must notify administration immediately the day any class is dropped/withdrawn.

*Please submit this Request with a copy of your Student Class List for proof of enrollment, your Financial Aid Summary – showing what you have accepted for Financial Aid, and an unofficial transcript. (MyUNLV)

*I understand that all paperwork processed by the first day of the pay cycle will allow my work hours to be submitted by the end of that pay cycle provided all paperwork submitted is complete. The first paycheck will be issued by next pay day cycle provided that all paperwork submitted is complete.

* I understand that I must notify my supervisors of any other jobs. If a student, I acknowledge that if I am employed in another job for UNLV/NSHE I can only work up to 20 hours between both positions (Fall + Spring Semesters). (Must be done by the Add/Drop date).

Note the days/ hours you are available:

Days	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

(Initial) _____ (date) _____

Applicant Information

Today's Date: _____

Name: _____ NHSE #: _____

Mailing Address:

UNLV Email Address: _____

Alternative Email Address: _____

Telephone #: _____ Cell ____ Home ____

Emergency Contact Name/ Telephone#: _____

Have you resided in Nevada for the last 5 years? _____

(If you have not resided in the State of Nevada for the past 5 years you will be required to complete a background check on all states you resided in per Child Care Licensing. Cost can range from \$10-\$60). Please see attached employment requirements.

Full Time Student? Yes ____ No ____

Type of Employment Request: (Check all that apply)

____ Teacher Assistant Student Work Study (must attach work study award letter)

____ Teacher Assistant Student

____ Substitute Teacher (attach transcript and resume). If graduate, include copy of degree. If student and work study eligible, attach award letter.

____ Other (Please explain) _____

Circle one: Freshman Sophomore Junior Senior Graduate

Major: _____ Minor: _____

Office Experience?

(Explain) _____

Child Care Experience? (Explain) _____

Do You Speak Another Language? YES ____ NO ____

Language(s): _____

Employment History with References

The State of Nevada Child Care Licensing Bureau requires a complete history for the past 10 years. Employment should include the name of your employer, your supervisor, and a phone number that is current. All gaps in employment must be explained in writing, (Example: "June 2015- July 2016 quit work to complete AA degree at CSN)

Begin with your most recent employment:

Company _____
Employed From _____ to _____
Supervisor _____
Phone _____ Email _____
Your Title _____
Reason for Leaving _____

Company _____
Employed From _____ to _____
Supervisor _____
Phone _____ Email _____
Your Title _____
Reason for Leaving _____

Company _____
Employed From _____ to _____
Supervisor _____
Phone _____ Email _____
Your Title _____
Reason for Leaving _____

References

Please list (3) references (at least one from most recent employer, if you have previously worked) and UNRELATED to you and who are NOT currently employed at UNLV/CSUN Preschool. (Note: Current Teacher Assistants applying for a **substitute teaching** position may use one preschool employee as a reference, with employee permission).

1. Name _____ Company _____

Contact Number _____ Email: _____

2. Name _____ Company _____

Contact Number _____ Email: _____

3. Name _____ Company _____

Contact Number _____ Email: _____

Substitute Teacher Applicants: Please use this space to write a brief summary related to why you are applying as a substitute teacher:

Please Read Before Signing:

I understand that the University will rely upon the information I have provided in this application and during my interview. I certify that I have had sufficient time to carefully fill out this application and the answers given herein are true and complete to the best of my knowledge and that my application does not contain any errors, omissions, misrepresentations, or any information which could be interpreted as misleading. I understand that any error, omission, misrepresentation, or misleading information in my application or interview(s) or during the application process will be grounds for termination of employment or rescinding of my offer of employment. I authorize the employers, schools, or persons named above to release to the University all information regarding my employment, character and qualifications, and agree to hold all persons who provide information to the University harmless with respect to the information they may give, receive or publish.

I understand that nothing contained in this employment application creates a contract between the University and myself for employment or any other benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the University. If an employment relationship is established, I understand that my employment is at-will and my employment and compensation can be terminated with or without cause, and with or without cause, and with or without notice, at any time, at the option of either the University or myself.

I also understand that I am required to abide by all of the rules and regulations of the University and the State of Nevada.

NOTE: As a condition of employment you will be required to produce original documents establishing your identity and authorization to work, and to complete the U.S. Immigration and Naturalization Service Form I-9.

Print Name: _____

Signature of Applicant

Date

RETURN THIS COMPLETED APPLICATION TO preschool@unlv.edu Subject: Application

THANK YOU!