



EMPLOYMENT APPLICATION
 Desert Research Institute
 2215 Raggio Parkway, Reno, NV, 89512
 Office 775-673-7332 -- Fax 775-673-7339
www.dri.edu ♦ recruit@dri.edu

Equal Opportunity Employer/Affirmative Action

The Desert Research Institute will make all decisions regarding recruitment, hiring, promotions, and all other terms and conditions of employment without regard to race, color, creed or religion, sex or sexual orientation, disability, Vietnam era veterans, disabled veteran status, or any other factor that is not a lawful basis for such decisions.

Last Name _____ First Name _____ Other Last Names _____

Address _____ City _____ State _____ Zip _____

Email Address _____ Phone # _____ Alt. Phone # _____

Position Applying For: _____ Position # _____

How did you learn about this position opening? _____

Are you 18 years of age or older? Have you ever been terminated from a position?	Yes No	No Yes	No No	Can you, after employment, submit verification of your legal right to work in the U.S. .? Yes No
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EDUCATION

High School /GED/or Equivalent

Name of School	City	State	Diploma/Certification	Yes	No
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Vocational/Technical/Training or Certification (Business, Industrial, Military)

Name of School	Certificate Obtained
City State	Date Last Attended
Name of School	Certificate Obtained
City State	Date Last Attended

Undergraduate/Graduate Education

Name of College	Date Last Attended	Degree Obtained: Yes No
City State Major Minor		Specify:
Name of College	Date Last Attended	Degree Obtained: Yes No
City State Major Minor		Specify:
Name of College	Date Last Attended	Degree Obtained: Yes No
City State Major Minor		Specify:
Name of College	Date Last Attended	Degree Obtained: Yes No
City State Major Minor		Specify:

VOLUNTEER EXPERIENCE OR CIVIC ACTIVITIES

Organization	Role in Organization	Start Date	End Date
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EMPLOYMENT HISTORYComplete all relevant sections (indicating **"SEE RESUME"** is not acceptable). List present or most recent employment first, and **account for all times during the past 10 years**, including periods of unemployment.

Name of Employer	Dates of Employment (mo. and yr.) From: _____ To: _____	
Street Address	City	State
Position Title	Full-Time	Part-Time
Supervisor & Title	Telephone #	May we contact your supervisor? Yes _____ No _____
Reason for Leaving	Final Salary	
Primary Duties and Responsibilities		

Name of Employer	Dates of Employment (mo. and yr.) From: _____ To: _____	
Street Address	City	State
Position Title	Full-Time	Part-Time
Supervisor & Title	Telephone #	May we contact your supervisor? Yes _____ No _____
Reason for Leaving	Final Salary	
Primary Duties and Responsibilities		

Name of Employer	Dates of Employment (mo. and yr.) From: _____ To: _____	
Street Address	City	State
Position Title	Full-Time	Part-Time
Supervisor & Title	Telephone #	May we contact your supervisor? Yes _____ No _____
Reason for Leaving	Final Salary	
Primary Duties and Responsibilities		

EMPLOYMENT HISTORY (CONT.) Complete all relevant sections (indicating “**SEE RESUME**” is not acceptable). List present or most recent employment first, and **account for all times during the past 10 years**, including periods of unemployment.

Name of Employer	Dates of Employment (mo. and yr.) From: To:	
Street Address	City	State
Position Title	Full-Time	Part-Time
Supervisor & Title	Telephone #	May we contact your supervisor? Yes No
Reason for Leaving	Final Salary	
Primary Duties and Responsibilities		

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Street Address	City	State
Position Title	Full-Time	Part-Time
Supervisor & Title	Telephone #	May we contact your supervisor? Yes No
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Street Address	City	State
Position Title	Full-Time	Part-Time
Supervisor & Title	Telephone #	May we contact your supervisor? Yes No
Reason for Leaving	Final Salary	
Primary Duties and Responsibilities		

Attach additional sheets if necessary.

PROFESSIONAL REFERENCES

Please list three (3) persons not related to you, who have knowledge of your work qualifications, and can serve as references for you.

Name & Title	Place of Employment	Telephone #	Email Address

SPECIAL SKILLS/PROFESSIONAL ASSOCIATIONS/LICENSURES

List any computer software, office equipment, laboratory or instrument technology you have experience with that maybe applicable to this position.

List any additional training, correspondence courses/seminars, professional memberships, certificates or licenses you have earned that add to your qualifications for this position.

Typing Speed, if applicable to position:

/wpm

/correct wpm, if known

BACKGROUND INFORMATION

If you check "yes" to any of the questions below, please give date(s), time(s), location(s), circumstance(s), and dollar amount of fines. Include any conditions of parole and/or probation, if applicable. Lack of requested information is basis for rejecting an application.

Have you ever been convicted of a moving traffic violation in the past 5 years? Yes No (Moving traffic violations will only be considered if driving is a requirement of the position.)

Have you ever been convicted* of a: Misdemeanor? Yes No Felony? Yes No

Existence of a criminal record is not an automatic bar to employment. Consideration will be giving to the nature of the position being sought, specific offence, your age at the time of the offense, the period of time which has elapsed since the commission of the offence and any extenuating circumstances. (*Arrests without conviction need not be reported.)

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Desert Research Institute (DRI) to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with DRI and departmental policies.

Applicant Signature: _____ Date: _____