



STATE OF NEVADA  
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## To create an NVApps account:

Select this link:

<https://nvapps.state.nv.us/NEATS/admin/Home.aep>

Go to the “Jobs” tab, and on the top left section of the page, select “register” in the “Menu” box.

Menu

Sign On

**Register**

Job Search Home

Instructions

Frequently Asked Questions

*\*Instructions on how to fill out the application are on the Jobs page in the Menu box, or see below...*

Once you have completely filled out your application, you must print/save as a PDF your NVAPPS applicant profile and then submit your NVAPPS profile, current transcript, cover letter, and resume by email to: [Vkneefel@Minerals.nv.gov](mailto:Vkneefel@Minerals.nv.gov)

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## Instructions on how to create a NVApps Profile:

To create an account, click on the link “Register” on the page titled “Jobs Home Page.” You must provide your first and last name and your email address is **HIGHLY** recommended. Then select a UserID and password following the onscreen guidelines (i.e. passwords must be eight characters long, must contain 1 numeric digit, etc.)

Once you have done that, the next step is to begin filling out your applicant profile. To begin completing the applicant profile, click on “View My Profile” on the left hand side of the screen on the Applicant Home page. Once there, you will see the Applicant Profile screen with a set of ten tabs. All of these tabs serve as a location for information. The tabs and the information requested are:

- Contact Information – Name, Address, Contact Information, and - for state employees - current job title, department and division information
- Other Information – Veterans Status, criminal conviction/traffic violation, relative employed by State

- Employment History – current and previous employers, job duties, duty percentages, supervisor, etc.
- Education/Training – information regarding educational background, such as High school, College, University or Professional school, Business, Correspondence, Trade, Technical, or Vocational School
- Licenses – Driver’s License and/or Professional License/Certification/Registration
- Skills – a listing of skills an you may possess, with groupings such as Administrative & Clerical Skills, Computer Skills, Fiscal/Financial/Accounting Skills, Language Skills, Professional Skills, and Technical/Trade Skills
- EEO – VOLUNTARY birth date, ethnic and gender identification
- Accommodations – for applicants to describe any accommodations they may require in the application or testing process.
- Availability – type of work desired, travel requirements, acceptable geographic locations
- Attachments – place to attach copies of electronic files we accept such as transcripts, proof of veterans status, and licenses Buttons at the bottom of each tab include Previous, Next, Save, Save and Return, and Cancel. The Previous and Next buttons allow the applicant to navigate between the tabs. The “Save” button saves the information that you have entered in the page thus far and you remain at that page. When “Save and Return” is used, the information entered is saved and you are taken back to the applicant home page.

Again,

once you have completely filled out your application, you must print/save as a PDF your NVAPPS applicant profile and then submit your NVAPPS profile, current transcript, cover letter, and resume by **email** to: [Vkneefel@Minerals.nv.gov](mailto:Vkneefel@Minerals.nv.gov)