



8921 E. Hwy. 10, P.O. Box 1611
Bismarck, North Dakota 58502-1611
(701) 258-5234 • Fax (701) 223-5961

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Department Manager.

TODAY'S DATE: _____ EMPLOYMENT APPLICATION

PERSONAL DATA

Name: _____ Soc. Sec. No.: _____
Last First Middle Initial

Address: _____
No. Street City State Zip Code

Previous Address: _____
No. Street City State Zip Code

Work Telephone: _____ Home Telephone: _____

EMPLOYMENT INTERESTS

Position Desired: _____ Date you can start: _____

Type of employment: Full-Time Part-Time Temporary

DAYS AND TIME AVAILABLE

| | MON | TUE | WED | THU | FRI | SAT | SUN |
|------|-----|-----|-----|-----|-----|-----|-----|
| FROM | | | | | | | |
| TO | | | | | | | |

Check Below the Hardware and Software You Have Operated or Experienced

- Personal Computer Windows PowerPoint Great Plains
 Web browser Word Access PeachTree
 Accounting
 Microsoft Outlook Excel WordPerfect Other
 (_____)

EDUCATION

| Type of School | Name & Address of School | Did you Graduate? | Degree Granted | Major Subject |
|------------------------|--------------------------|-------------------|----------------|---------------|
| High School | | | | |
| Undergraduate College | | | | |
| Graduate/ Professional | | | | |

| | | | | |
|-------------------------------------|--|--|--|--|
| Business, Trade or Technical School | | | | |
|-------------------------------------|--|--|--|--|

Any current schooling?

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

| Employer | DATES EMPLOYED | | WORK PERFORMED |
|--------------------|----------------------|-------|----------------|
| Address | From | To | |
| Telephone Number | HOURLY RATE / SALARY | | |
| Starting Job Title | Starting | Final | |
| Final Job Title | Reason for leaving | | |
| Supervisor | | | |

| Employer | DATES EMPLOYED | | WORK PERFORMED |
|--------------------|----------------------|-------|----------------|
| Address | From | To | |
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| Telephone Number | HOURLY RATE / SALARY | | |
| Starting Job Title | Starting | Final | |
| Final Job Title | Reason for leaving | | |
| Supervisor | | | |

Describe any specialized training, apprenticeship, skills and extra-curricular activities

Describe any job-related training received in the United States military

PERSONAL / PROFESSIONAL REFERENCES – do not include family members or past supervisors

| Name | Phone Number | Best Time to Call | Occupation |
|------|--------------|-------------------|------------|
| | | | |
| | | | |
| | | | |

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work for the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 1 year. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's President.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

Do Not Sign Until You Have Read The Above Applicant Statement.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____

Date ____/____/____