



## APPLICATION FOR EMPLOYMENT

(PLEASE PRINT OR TYPE)

**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.**

Position(s) Applied For	Date of Application
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other	

Last Name	First Name	Middle Name
Street Address, City, State, Zip Code		
Telephone No(s)	(Home)	(Cell)
		(Work)

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes     No

Have you ever filed an application with us before?  Yes     No  
 If yes, give date \_\_\_\_\_.

Have you ever been employed with us before?  Yes     No  
 If yes, give date \_\_\_\_\_.

Are you currently employed?  Yes     No

May we contact your present employer?  Yes     No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required prior to employment.)  Yes     No

On what date would you be available for work? \_\_\_\_\_

Desired salary range \_\_\_\_\_

Can you travel if the job requires it?  Yes     No

Have you been convicted of a felony within the last 7 years?  Yes     No  
 (Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**EDUCATIONAL BACKGROUND**

NAME & LOCATION	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA/DEGREE
High School			
College			
Other			

**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			
Telephone Number(s)	Hourly Starting	Rate/Salary Final	
Job Title	Supervisor		
Reason for Leaving			

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List professional, trade, business or civic activities and offices held. *You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*


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


Summarize any special job-related skills, training, apprenticeship, and qualifications acquired from employment or other experience.

Note to Applicants: **DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.** Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?  
 A description of the activities involved in such a job or occupation is attached.    ( ) YES    ( ) NO

**PROFESSIONAL REFERENCES**

1. Name	Phone #
Address	
2. Name	Phone #
Address	
3. Name	Phone #
Address	

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" Employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules, regulations, and policies of the employer.

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

\_\_\_\_\_  
Date

Please send completed application, resume and letter of interest to:

NDTC  
 ATTN: HR Administrator  
 PO Box 180  
 Devils Lake ND 58301-0180