

APPLICATION FOR EMPLOYMENT

E D U C A T I O N	High School	Did you graduate from high school or receive a GED? Name and location of school _____				<input type="checkbox"/> Yes <input type="checkbox"/> No
		Name and Location of School	Major/Minor	No. of Years Completed	Did you Graduate?	Degree or Diploma
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	

P A R T I C U L A R S	Type	Identification of Special Achievement	Year Completed
	Licenses		
	Certifications		
	Certificates		
	Other (Specify)		
	Describe special skills/knowledge possessed relevant to this position		
	Computer hardware/software (be specific, list versions of software)		
	Laboratory equipment (if applicable)		
Field/heavy/light equipment (if applicable)			

S E C U R I T Y	Security Information
	Have you ever been convicted of a crime other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If "Yes", please explain:
<i>A conviction does not automatically exclude any applicant from employment and the employer would consider the nature and date of the offense and all other facts and circumstances.</i>	

EMPLOYMENT HISTORY

Please give accurate and complete full-time and part-time employment record. Start with your present or most recent employer. Include Armed Forces Service & Self-Employment. Any change of job title with the same employer should be indicated as a separate position. Attach additional sheets as necessary using the format below to give complete employment History.

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Employer	Your Title	Employed – (Indicate month and year) <input type="checkbox"/> PT <input type="checkbox"/> FT From To
Address		Telephone ()
Name of Supervisor	Title of Supervisor	Reason for Leaving
Indicate job duties.		
May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Your Title	Employed – (Indicate month and year) <input type="checkbox"/> PT <input type="checkbox"/> FT From To
Address		Telephone ()
Name of Supervisor	Title of Supervisor	Reason for Leaving
Indicate job duties.		
May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Your Title	Employed – (Indicate month and year) <input type="checkbox"/> PT <input type="checkbox"/> FT From To
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Name of Supervisor	Title of Supervisor	Reason for Leaving
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May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Your Title	Employed – (Indicate month and year) <input type="checkbox"/> PT <input type="checkbox"/> FT From To
Address		Telephone ()
Name of Supervisor	Title of Supervisor	Reason for Leaving
Indicate job duties.		
May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

APPLICATION FOR EMPLOYMENT

Work-related references (not personal references or supervisors already listed):

#1 Reference: Name and title _____
Address _____
Phone _____ Work relationship _____

#2 Reference: Name and title _____
Address _____
Phone _____ Work relationship _____

#3 Reference: Name and title _____
Address _____
Phone _____ Work relationship _____

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Veteran's preference (NDCC 37-19.1)

*** This does not apply to presidents, vice presidents, assistant to the president and instructors of board institutions. ***

State of Residence _____

- Do you claim veteran's preference? yes (see below) No
Do you claim disabled veteran's preference? yes (see below) No

Veteran eligibility: You must be a current North Dakota resident who served in the active military forces during a period of war or who received the Armed Forces Expeditionary or other campaign service medal during an emergency condition as established in the North Dakota Century Code 37-01-40. In addition, you must have been discharged or released therefrom under other than dishonorable conditions. Applications claiming veteran's preference **must attach a copy of Report of Separation DD214**. Disabled veterans must also include a letter less than one year old from the Veteran's Administration indicating such disability.

The facts set forth in my application, resume and other materials submitted for my application file are true and complete. I authorize NDSCS to verify my employment and educational background and other information stated in my application file by contacting relevant employers, educational institutions and others. I also authorize my employers, educational institutions and others to release such information including educational records, to NDSCS.

I understand that:

- Making an omission of a material fact or a false statement in these application materials may be sufficient cause for denying me consideration for employment or for dismissal after employment.
- This application and all application materials are open records as defined in North Dakota Century Code 44-04-18.

Signature _____ Date _____

A printed copy on the statistics for the Jean Cleary Act is available in the Campus Police Office or online at <http://www.ndscs.nodak.edu/student/police/crimereport.html>

NDSCS is an equal opportunity institution.

This application will be made available in alternative formats upon request (701-671-2903)