

APPLICATION FOR EMPLOYMENT

RICHLAND COUNTY, NORTH DAKOTA

08.21.03

<p>* Follow instructions carefully</p> <p>* Provide detail - do not use "see resume"</p> <p>* If accommodation or assistance is needed in completing this application, contact the employing agency.</p> <p>*NOTE: Employment with Richland County can be terminated with or without cause and with or without notice at the option of the employee or Richland County.</p>	<p>* Print or type</p> <p>* Check for errors before submitting. All applications must be received by hard copy. No electronic applications will be accepted.</p>
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GENERAL INFORMATION(Please print or type):

Name (Last, First, Middle Initial)				
Mailing Address	City	State	Zip Code	Home Telephone No.
Are you either a U.S. citizen or an alien authorized to work in the U.S.A.?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Can you provide proof, if hired, that you are eligible to work in the U. S. A.?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
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 _____				
(Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.)				
How did you learn about this opening?				

POSITION(S) APPLYING FOR:

TYPE OF EMPLOYMENT YOU WILL ACCEPT:

<p>First Choice:</p> <hr/> <p>Second Choice:</p>	<p>Check all that apply below:</p> <p><input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY</p> <p><input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME</p> <p><input type="checkbox"/> SHIFTS</p>
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VETERAN'S PREFERENCE (NDCC 37-19.1)

Do you claim Veteran's Preference? NO YES-**Must** Attach Report of Separation DD-214

Do you claim Disabled Veteran's Preference? NO YES-**Must** attach DD-214, Report of Separation & a letter less than one year old from Veteran's Administration indicating disability

VETERAN ELIGIBILITY: You must be a ND resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under other than dishonorable conditions. See ND 37-19.1.

EDUCATION AND/OR TRAINING:

Did you graduate from high school or receive a GED Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No						
School Name & Location (College, business, nursing, vocational, other)	No. of Credits		Field		Did you graduate?	Diploma/ Degree
	QTR.	SEM.	MAJOR	MINOR		
					<input type="checkbox"/> Yes	
					<input type="checkbox"/> No	
					<input type="checkbox"/> Yes	
					<input type="checkbox"/> No	
					<input type="checkbox"/> Yes	
					<input type="checkbox"/> No	
Other education/training/skills:						
Computer skills (hardware & software):						
Current professional license/certificate/registration:						
Related volunteer experience:						

YOUR EMPLOYMENT HISTORY:

- * Start with your current or last job - include armed forces service and self-employment.
- * Any change of job title under the same employer should be considered a separate position.
- * **ATTACH EXTRA SHEETS** using the same format if you have additional employment history.

May we contact your current employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable		
Employer	Telephone No.	Supervisor's Name
Type of Business	Address	
Your Job Title	Dates Employed(indicate months&years) From: TO:	Average Hrs Worked Per Week:
Duties:		
Monthly Salary	Reason for leaving	

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Duties:		
Monthly Salary	Reason for leaving	

REFERENCES:

Please list the names, addresses and phone numbers of three work-related references who have definite knowledge of your qualifications, skills and abilities to perform the position you are applying for.

CERTIFICATION AND AGREEMENT: PLEASE READ BEFORE SIGNING:

I hereby certify that this application contains no willful misrepresentation or falsification and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such material misrepresentation or falsification, my application can be rejected and/or if hired, my employment can/or will be terminated at the option of the County.

I understand that under State and Federal laws, I cannot be discriminated against in employment, including consideration for promotion, for reasons of race, color, religion, national origin, sex, or on the basis of age, physical or mental disability or status with respect to marriage or public assistance. I further understand that this employment application and other employment related documents I may have been furnished are not contract of employment; also, that any oral or written statements to the contrary are hereby expressly disavowed.

Richland County has my authorization to thoroughly investigate my work and personal history. I certify that I will hold no person, corporation, or organization liable for giving or receiving information in this investigation.

The application will remain active for 30 days from date signed by applicant. I further understand that Richland County will retain this application for a period of three years from the date signed by applicant. Once the application is submitted to Richland County, it is further understood it is the property of Richland County and subject to North Dakota open records laws.

If I have not heard from Richland County and would like to be considered for employment once my application expires, I must fill out a new application or re-activate my prior application if three years have elapsed. If I become employed with Richland County, employment can be terminated with or without cause and with or without notice at the option of the employee or County.

Signature of Applicant: _____ Date: _____

EQUAL OPPORTUNITY EMPLOYER: Richland County does not discriminate on the basis of race, color, national origin sex, religion, age, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.

Submit completed application to: Richland County Human Resources
C/O Richland County Courthouse
418 2 Ave N
Wahpeton ND 58075