

Personal data:

Position for which you are applying: _____

Pos. #: _____ Dept: _____

Applicant's name: _____
first middle last

_____ address

_____ city state zip

Home phone: _____ E-mail: _____
(area code) phone number

Another phone number where you can be reached/message can be left: _____

Can you provide proof, if hired, that you are eligible to work in the United States? (Circle one) yes no

Are you at least 18 years of age? (Circle one) yes no

Date available for employment: _____
mm/dd/year

*Thank you for considering North Dakota State University
as your prospective employer.*

Employment Application

Applicant's education:

			Circle highest grade completed	
High school	Name:		9 10 11 12	
	Location:			
College	Name:		1 2 3 4	
	Location:			
Graduate school	Name:		1 2 3 4	
	Location:			
Vocational/technical	Name:		1 2 3 4	
	Location:			

Other professional achievements:

Type	Identification of special achievement	Year completed
Licenses		
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)

Employment record—be complete and accurate. If additional space is needed, please complete page 5. (List present or most recent experience first—include military experience and volunteer work.)

Firm name and address:

Supervisor's name: _____

Supervisor's title: _____

Phone no. _____

I prefer that my references are checked: *(Circle one)*

anytime only after becoming a finalist

Reason for leaving or considering leaving

Position title: _____

Date started _____ Date left _____

Total years _____ months _____ No. hours/week _____

Describe duties (be specific)

Employment Application ████████████████████

Firm name and address:

Supervisor's name: _____

Supervisor's title: _____

Phone no. _____

Position title: _____

Reason for leaving or considering leaving

Date started _____ Date left _____

Total years ___ months ___ No. hours/week _____

Describe duties (be specific)

Firm name and address:

Supervisor's name: _____

Supervisor's title: _____

Phone no. _____

Position title: _____

Reason for leaving or considering leaving

Date started _____ Date left _____

Total years ___ months ___ No. hours/week _____

Describe duties (be specific)

Firm name and address:

Supervisor's name: _____

Supervisor's title: _____

Phone no. _____

Position title: _____

Reason for leaving or considering leaving

Date started _____ Date left _____

Total years ___ months ___ No. hours/week _____

Describe duties (be specific)

Employment Application

The facts set forth in my application, resume and other materials submitted for my application file are true and complete. I authorize NDSU 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 NDSU.

Prior to employment, the NDSU Criminal Record Disclosure Form must be signed and submitted. No offer of employment can be made until the form is received. Any offer is contingent on review and verification of the form.

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.
- I will be subject to drug and alcohol testing under university regulations, if my employment is covered by a state or federal law requiring or authorizing drug testing.

Signature _____

Date _____

North Dakota Veteran's preference (NDCC 37-19.1)

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.

Complete only if you wish to claim veteran's preference: (*circle one*)

Are you a North Dakota resident? yes no

Do you claim North Dakota veteran's preference? yes no

If yes, list exact dates of service _____

Do you claim North Dakota disabled veteran's preference? yes (*see Veteran eligibility above*) no

*A brochure on the statistics for Crime Awareness and Campus Security Act of 1990
is available upon request in the Office of Human Resources and Payroll*

NDSU is an equal opportunity institution.

This application will be made available in alternate formats upon request (701-231-8961).

Employment Application ████████████████████

Firm name and address:

Supervisor's name: _____

Supervisor's title: _____

Phone no. _____

Position title: _____

Reason for leaving or considering leaving

Date started _____ Date left _____

Total years ___ months ___ No. hours/week _____

Describe duties (be specific)

Firm name and address:

Supervisor's name: _____

Supervisor's title: _____

Phone no. _____

Position title: _____

Reason for leaving or considering leaving

Date started _____ Date left _____

Total years ___ months ___ No. hours/week _____

Describe duties (be specific)

Firm name and address:

Supervisor's name: _____

Supervisor's title: _____

Phone no. _____

Position title: _____

Reason for leaving or considering leaving

Date started _____ Date left _____

Total years ___ months ___ No. hours/week _____

Describe duties (be specific)