



APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job -related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT OR TYPE)

Date of Application_____

Position(s) Applied For_____

Name_____
Last First Middle

Address_____
Number Street City State Zip Code

Telephone (_____)_____ (Home) (_____)_____ (Cell)

Social Security Number_____ - _____ - _____

If employed and you are under 18, can you furnish a work permit? []Yes []No

Have you filed an application here before? []Yes []No If yes, give date_____

Have you ever been employed here before? []Yes []No If yes, give date_____

Are you employed now? []Yes []No

If so, may we contact your present employer? []Yes []No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? []Yes []No

(Proof of citizenship or immigration status will be required upon employment.)

On what date will you be available for work?_____

Are you available to work: []Full-Time []Part-Time []Shift Work []Temporary

Are you on a lay-off and subject to recall? []Yes []No

Can you travel if a job required it? Yes No

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

If yes, please explain _____

List professional, trade, business or civic activities and offices held.

Give name, address and telephone number of three **personal** references.

- (1) _____
(2) _____
(3) _____

EDUCATION

	Elementary	High School	College/Univ.	Graduate/Profess.
School Name				
Yrs. Completed/ Degree				
Diploma/Degree				
Describe Course of Study:				

Honors Received: State any additional information you feel may be helpful to us in considering your application:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Telephone ()	Dates Employed		Work Performed
Address		From	To	
Job Title				
Supervisor		Hourly Rate/Salary		
Reason for Leaving		Starting	Final	
Employer	Telephone ()	Dates Employed		Work Performed
Address		From	To	
Job Title				
Supervisor		Hourly Rate/Salary		
Reason for Leaving		Starting	Final	
Employer	Telephone ()	Dates Employed		Work Performed
Address		From	To	
Job Title				
Supervisor		Hourly Rate/Salary		
Reason for Leaving		Starting	Final	

*If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience:

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.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

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 and regulations of the employer.

Signature of Applicant

Date

After printing and completing this application, please mail to:

**Director of Human Resources
University of Jamestown
6088 College Lane
Jamestown, ND 58405**