



APPLICATION FOR EMPLOYMENT

The mission of the Garrison Public School District #51 is to provide educational opportunities and experiences which assist students in reaching their potential to become productive and responsible citizens.

Position Applying For _____ Date _____

How did you learn of this opening? _____

PERSONAL INFORMATION *(please print)*

Last Name First Name Middle Initial

Other name(s) you are known by _____

Address City State Zip

Home Phone No. Cell Phone No. E-mail Address

Are you 18 years or older? No Yes

Can you provide proof, if hired, that you are eligible to work in the United States? No Yes

Have you ever been convicted of a felony? No Yes **If yes, please explain below.*

VETERAN'S PREFERENCE

Veteran Eligibility: You must be a North Dakota 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 North Dakota Century Code 37-19.1.

Do you claim preference as a:

Veteran No Yes – Attach DD-214, Report of Separation

Disabled Veteran No Yes – Attach DD-214 & letter less than 1 yr old from Veterans' Administration indicating disability

Spouse of Disabled Veteran No Yes – Attach copy of marriage certificate, DD-214, & letter less than 1 yr old from Veterans' Administration indicating disability

Spouse of Deceased Veteran No Yes – Attach copy of marriage certificate, DD-214, & veteran's death certificate

EDUCATION OR TRAINING

Did you graduate from high school or receive a GED certificate? No Yes

College Name & City/State	No. of Credits		Field		Did you Graduate?	Degree or Diploma Earned
	QTR	SEM	MAJOR	MINOR		
					<input type="checkbox"/> No <input type="checkbox"/> Yes	
					<input type="checkbox"/> No <input type="checkbox"/> Yes	
					<input type="checkbox"/> No <input type="checkbox"/> Yes	

Computer skills, related volunteer experience, and other education/training/skills:

- Are you willing to work evenings? No Yes
- Are you willing to work weekends? No Yes
- Are you willing to work holidays? No Yes
- Would you like to work Full-time Part-time
- Do you have any special licensing or certification? No Yes **If yes, please explain below.*

Do You Have Experience in the Following?

- Recordkeeping Accounting Cash Register
- Personnel Management Telephone Skills Microsoft Products (word, excel)
- Customer Service Typing Janitorial Service
- Payroll Writing Skills Food Service

What specific attributes qualify you for this job? _____

REFERENCES

Give the name of three persons not related to you and whom you have known for at least one year.

NAME	ADDRESS	PHONE #	YRS ACQUAINTED
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

EMPLOYMENT HISTORYMay we contact your current employer for a reference? No Yes Not applicable

1.	Employer	Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed From: To:	Average Hours Worked per Week:
Duties:			
Monthly Salary:		Reason for Leaving:	
2.	Employer	Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed From: To:	Average Hours Worked per Week:
Duties:			
Monthly Salary:		Reason for Leaving:	
3.	Employer	Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed From: To:	Average Hours Worked per Week:
Duties:			
Monthly Salary:		Reason for Leaving:	

I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize investigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this employment application is not a contract of employment.

Applicant's Signature

Date