



Application for Employment
Bowman County School #1 1-701-523-3283
102 Eighth Avenue Southwest, PO Box H, Bowman ND 58623

BCSD does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of the North Dakota Human Rights Act.

Date _____ Last Name _____ First _____ Middle Initial _____
 Mailing Address _____ City _____ State _____ Zip Code _____

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigrant Status? Proof of citizenship or immigration status will be required upon employment. YES _____ NO _____ E-mail Address _____

Business Phone # _____ Home Phone # _____ Cell Phone # _____

Position Applying For: _____ **Type of Employment you will Accept:**

Full Time	Part Time	TEMP	Other
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On what date would you be available for work? _____ Are you currently on "lay-off" status and subject to recall? YES _____ NO _____

Have you ever filed an application with us before? YES _____ NO _____ If Yes, give date and position _____

Have you ever been employed with us before? YES _____ NO _____ If Yes, give date and position _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? YES _____ NO _____

Have you been convicted of a felony within the last 7 years. YES _____ NO _____ If "Yes" please explain. _____
*Conviction will not necessarily disqualify an applicant from employment

VETERAN'S PREFERENCE (ndcc 37-19-1)

Do you claim Veteran's Preference? No _____ Yes if "yes", Attach Report of Separation DD-214 _____
 Do you claim Disabled Veteran's Preference? No _____ Yes if "yes", Attach current Disability Certification and Report of Separation DD-214 _____

VETERAN ELIGIBILITY: You must be a North Dakota resident and have served in the active military forces during a period of war as established in the North Dakota Century Code 37-01-40, or received the armed forces expeditionary or other campaign service medal during an emergency condition and must have been released therefrom under honorable conditions. The last 3 war periods were: August 5, 1964 through May 7, 1975; June 27, 1950 through January 31 1955; and December 7, 1941 through December 31, 1946. Applicants claiming veteran's preference must attach a copy of REPORT OF SEPARATION DD-214. Disabled veterans must also include a letter less than one year from the Veteran's Administration indicating such disability.

EDUCATION AND/OR TRAINING

Did you graduate from high school? YES _____ NO _____ If you are not a high school graduate, do you have a GED Equivalency certificate? YES _____ NO _____

List all Post Secondary Institutions attended.

Name and location	Course of study

Provide information on education/training you have which is not covered above. Indicate special skills you possess. Also list any professional licence you currently hold.

References

Name and mailing address	Phone number/e-mail address

Employment History

Start with your present or most recent job. Include armed forces service and any self-employment. Indicate any change of job title under the same employer as a separate position. IF YOU NEED ADDITIONAL SPACE, ATTACH SHEETS USING THIS SAME FORMAT.

Employer _____ Kind of business _____ Address of employer _____ Job title _____ Name of Immediate Supervisor _____ From,(month & year) _____ To, month & year _____ Reason for leaving _____	Your duties, responsibilities, size of operation, supervision, etc..
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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 misrepresentation or falsification, my application will be rejected, and I may be removed from the job after appointment. 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 contracts of employment; also, any oral or written statements to the contrary are hereby expressly disavowed. The employer has my authorization to thoroughly investigate my work and personal history which is job related. I certify that I will hold no person, corporation or organization liable for giving or receiving information in this investigation.

Signature of applicant

Date