

**APPLICATION FOR EMPLOYMENT
City of Williston, North Dakota**

- Follow instructions carefully
- Provide detail - do not use "see resume"
- Print or type
- Check for errors & signature before submitting
- If accommodation or assistance is needed in completing this application, contact the employing agency

Position applying for:	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
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General Information

Name (Last, First, Middle Initial)		Home Telephone	Email Address	
Mailing Address	City	State	Zip	
Can you provide proof, if hired, that you are eligible to work ?		<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 (Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements)				

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 and/or Training

Did you graduate from high school or receive a GED Certificate?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
School Name and Location (college, vocational or other)	Number of Credits		Field		Did you graduate?	Diploma or Degree Earned	
	Qtr	Sem	Major	Minor			
Computer skills, related volunteer experience and other education/training/skills:							

License or Certification

License/Certification	State	Profession	License/Certification #	Expiration Date

Employment History: (Provide detail; do not use “see resume.”)

- Start with your current or most recent job - include armed forces service and self-employment.
- Any change of job title under the same employer should be considered a separate position.
- Complete pages 4 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
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1.	Employer	Telephone Number	Supervisor's Name
Type of Business		Address	
Your Job Title		Average Hours Worked Per Week	Dates Employed (indicate months & years) From: To:
Duties:			
Monthly Salary	Reason for Leaving or Reason for Considering Leaving if Still Employed		

2.	Employer	Telephone Number	Supervisor's Name
Type of Business		Address	
Your Job Title		Average Hours Worked Per Week	Dates Employed (indicate months & years) From: To:
Duties:			
Monthly Salary	Reason for Leaving or Reason for Considering Leaving if Still Employed		

3.	Employer	Telephone Number	Supervisor's Name
Type of Business		Address	
Your Job Title	Average Hours Worked Per Week	Dates Employed (indicate months & years) From: _____ To: _____	
Duties:			
Monthly Salary	Reason for Leaving or Reason for Considering Leaving if Still Employed		

4.	Employer	Telephone Number	Supervisor's Name
Type of Business		Address	
Your Job Title	Average Hours Worked Per Week	Dates Employed (indicate months & years) From: _____ To: _____	
Duties:			
Monthly Salary	Reason for Leaving or Reason for Considering Leaving if Still Employed		

Go to page 4 if you have additional employment history.

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 and other employment related documents are not contracts of employment; and that any oral or written statements to the contrary are hereby expressly disavowed.

Applicant's Signature

Date

The City of Williston is an Equal Employment Opportunity/Affirmative Action Employer.

