



Application for Employment

We are an Equal Opportunity Employer. All persons shall have the opportunity to be considered for employment without regard to their race, color, religion, creed, national origin, ancestry, alienage or citizenship status, age, disability, gender (including pregnancy, childbirth and related medical conditions), sexual orientation, genetic information/characteristics, veteran or military status, marital status, or any other characteristic protected by applicable federal, state or local laws.

We will endeavor to make a reasonable accommodation/modification to the known physical or mental limitations of a qualified applicant with a disability to assist in the hiring process, unless the accommodation would impose an undue hardship on the operation of our business, in accordance with applicable federal, state and local law. If you believe you require such assistance to complete this form or to participate in the interview process, please contact Human Resources at 701-577-1358 or cyrenaw@ci.williston.nd.us

This application will be considered active for a period not to exceed 60 days or until the position is filled, whichever comes first.

General Information			
First Name	Last Name	Middle	Suffix:
Have you used any other name(s) which is (are) necessary for us to verify your employment or educational record?			
Name(s) if yes:			
Date Applied:	Position Applying for:	How did you hear of this opening?	
Referred by employee?	Name of referring employee:		
Current Address: Street	City	State	Zip
Contact Information: Home	Cell:	Email:	
Employment Information <small>(include past seven years, attach additional sheet if necessary)</small>			
Date available:	Minimum desired salary/rate:		
Hours desired?:	Are you willing to work overtime?	Are you willing to travel?	
Have you ever previously applied with Tri-County Regional Development Council?			
If so, what position?	Dates of Employment:		
Employment History			
Are you currently employed?	Can we contact your current employer?		
<i>Please begin with present or most recent position. In listing dates, give month and year.</i>			
Company:	Supervisor's Name/Title:		
Address:	City:	State / Zip:	
Position held / Job Title:	Work Performed:		

Employment Dates:	Hourly Rate / Salary:	Reason for leaving:		
Start:	Start:			
End:	End:			
Note – If there is a break between jobs, please explain here:				
Company:	Supervisor's Name/Title:			
Address:	City:	State:		
Position held / Job Title:	Work Performed:			
Employment Dates:	Hourly Rate / Salary:	Reason for leaving:		
Start:	Start:			
End:	End:			
Note – If there is a break between jobs, please explain here:				
Company:	Supervisor's Name/Title:			
Address:	City:	State:		
Position held / Job Title:	Work Performed:			
Employment Dates:	Hourly Rate / Salary:	Reason for leaving:		
Start:	Start:			
End:	End:			
Education History				
	School Name	Location	Major?	Degree Earned
High School:				
College:				
Trade School				
Other:				
Additional Information				
Do you have any relatives employed by this company?				
If yes, please list name & relationship:		Relationship:		
Have you ever been discharged or asked to resign from any job position? If "YES", please provide explanation:				
Are you under any type of agreement that would prevent you from performing the job for which you are applying or which you are being considered, such as a non-compete, non-disclosure, or non-solicitation agreement?				
Can you furnish proof of your legal right to work in the United States?				
<i>Proof of citizenship or immigration status will be required upon employment, along with an I-9 form</i>				

Will you now or in the future require the filing of any documents or communication with US Customs and Immigration Service (USCIS) in connection with employment visa status?

Job Specific Training

Please summarize any other skills, certifications or qualifications:

APPLICANT'S CERTIFICATION AND ACKNOWLEDGEMENT

I have read and fully understand the questions asked in this application. I certify that all of the answers I have given are true, accurate and complete. I understand and agree that any omission, misrepresentation, false or incomplete statement by me of any fact from or on this application or during any interview may cause the Company to eliminate me from further consideration for employment, or, if hired, may lead to disciplinary action, up to and including immediate termination of my employment, whenever it is discovered.

Unless I noted otherwise, and to the extent permitted by federal, state or local law, I authorize the Company to verify all statements contained in this application and/or my resume, to contact all my employment references and personal references, as well as the education institutions I have attended. I further authorize the Company to inquire about, investigate and obtain copies of any records which relate to me from my former employers and educational institutions. To the extent permitted by federal, state and local law, I hereby release the Company and all affiliated persons and entities, as well as any person or institution that provides the Company with any lawful information about me, from any and all liability whatsoever resulting from any such lawful inquiry, investigation or communication.

I understand and agree that nothing in this application shall constitute an offer, a contract or a guarantee of employment for a specific period of time. If hired, I understand that my employment with the Company is on an at-will basis, unless otherwise prohibited by state law, which means that my employment may be terminated with or without cause and with or without notice at any time, at the will of the Company or me. I further understand that no representative or agent of the Company, other than the Chief Executive Officer, has the authority to enter into any agreement for employment for any specific period of time, or to make an agreement contrary to the foregoing. I also understand that any agreement modifying my at-will employment status must be in writing and signed by the Chief Executive Officer.

If hired, I understand that proof of authorization to work in the U.S. will be required in accordance with applicable law. I further understand, if hired, the Company may request that I execute other documents (including, but not limited to, agreements regarding training, trade secrets, confidential information and conflicts of interest).

I understand that as part of the application process, I may be subject to any or all of the following, depending on the job position and applicable law: post-offer/pre-employment drug test, a review of references, a consumer report/background check, and collection and review of other background information including criminal conviction information, all in accordance with applicable law. I understand that I may be required to complete necessary consent forms in order for the Company to conduct any of these checks/tests. I understand that the Company recommends that I do not resign my current job until satisfactory post-offer, pre-employment check results are received.

Signature of Applicant

Date

Submit completed application and cover letter to
cyrenaw@ci.williston.nd.us