



# APPLICATION FOR EMPLOYMENT

JOB SERVICE NORTH DAKOTA  
 WORKFORCE PROGRAMS  
 SFN 16770 (R. 7-2019)

Company Applying To \_\_\_\_\_

Position Title or Job Order # \_\_\_\_\_

## GENERAL INFORMATION

Name (Last)	First	Middle Initial	Home Telephone ( ) -
Mailing Address	City	State	ZIP Code Other Telephone ( ) -
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Date You Can Start Work	Days Available: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Regular	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing/Evening <input type="checkbox"/> Graveyard/Night <input type="checkbox"/> Rotating <input type="checkbox"/> Split
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## DRIVER LICENSE INFORMATION

Do you have a valid driver license?  Yes  No      Driver License Class \_\_\_\_\_      Issuing State \_\_\_\_\_

Endorsements (check all that apply):  Tanker Vehicles     Double & Triple Trailers     Hazardous Materials  
 School Bus                       Passenger Bus

## EDUCATION, TRAINING, CERTIFICATIONS AND VETERAN STATUS

Do you have a High School Diploma?  Yes  No      Do you have a GED?  Yes  No

Other education after High School (most recent first):

Name of School, City, State	# of Quarter or Semester Credits Earned	Graduated	Earned Degree AA, AS, AAS, BA, BS, Masters, PhD	Major or Course of Study
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Occupational License, Certificate or Registration	Number	Issued By	Expiration Date
Occupational License, Certificate or Registration	Number	Issued By	Expiration Date

Are you a U.S. Military Veteran?  Yes  No

## ADDITIONAL INFORMATION AND SKILLS

Describe volunteer work, community involvement, hobbies, or other qualification or skills:

<b>WORK EXPERIENCE (Current or most recent first)</b>		
Employer	Telephone Number	From (Month/Year)
Street Address/City/State		
Job Title		To (Month/Year)
Duties/Skills/Equipment and Software Used:		
		Hours Per Week
		Last Salary
		Last Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>BUSINESS-RELATED REFERENCES</b>		
Name	Address, City, State, Zip	Phone Number
<p>I certify the information contained in this application is true, correct, and complete. I understand that if I become employed, false statements reported on this application may be considered sufficient cause for dismissal.</p> <p>Applicant Signature: _____ Date: _____</p> <p>As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.</p>		

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