

Position applying for: _____ Date Available: _____

Applicant Information

First Name: _____ Last Name: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ ID Number: _____
 Valid US Driver's License: Yes No

Applicant Education

	School Name/Address	Circle Highest Level Completed				Degree
		Grade	9	10	11	
High School		Grade	9	10	11	12
College		Years	1	2	3	4
Other		Years	1	2	3	4

Special Skills:

Tools, Machines, Office Equipment:

Applicant Work Experience

Name of Business: _____
 Address: _____ Dates of Employment: _____
 Position Title: _____
 Supervisor's Name: _____ Phone Number: _____
 Duties: _____
 Reason for Leaving: _____

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 Address: _____ Dates of Employment: _____
 Position Title: _____
 Supervisor's Name: _____ Phone Number: _____
 Duties: _____
 Reason for Leaving: _____

Applicant Availability

Hours you are available:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							

References:

Name and Title Address Phone

Name and Title Address Phone

Name and Title Address Phone

Certification

The facts set forth in my application, resume and other materials submitted for my application file are true and complete. I authorize NDSU to verify my employment and educational background and other information stated in my application file by contacting relevant employers, educational institutions and others. I also authorize my employers, educational institutions and others to release such information including educational records, to NDSU.

I understand that:

- Making an omission of a material fact or a false statement in these application materials may be sufficient cause for denying me consideration for employment or for dismissal after employment.
- This application and all application materials are open records as defined in North Dakota Century Code 44-04-18.
- I will be subject to drug and alcohol testing under university regulations, if my employment is covered by a state or federal law requiring or authorizing drug testing.
- If I am a finalist, I may be subject to a criminal history background check as defined by NDSU Policy 112

I certify that I have read and agree with these statements.

Applicant Signature _____ Date _____