

## Dakota College at Bottineau Employment Application

(If accommodation or assistance is needed during the application or interview process, please call (701) 228-5409.)

<p>* Dakota College at Bottineau is committed to equal employment opportunity in compliance with all applicable federal and state laws. MSU-Bottineau encourages applications from minorities, women, Vietnam Era and disabled veterans, and disabled persons and pledges not to discriminate with respect to race, color, national origin, age, religion, gender, or disability.</p> <p>* Applications are accepted only for open positions. We do not keep applications on file. <b>AN APPLICANT MUST SUBMIT AN APPLICATION FOR EACH POSITION VACANCY.</b></p> <p>* Please complete all sections of the application. A resume may be included with your application, but cannot be used in place of an employment application.</p>	DCB Human Resources 105 Simrall Blvd. Bottineau, ND 58318 Phone: 701-228-5409 FAX: 701-228-5612
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**POSITION APPLYING FOR:**

<b>Position Title:</b>	<b>Position #</b>	<b>Department:</b>
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**PERSONAL INFORMATION:**

<b>Name: First</b>	<b>Middle</b>	<b>Last</b>	Social Security No.	Home Telephone No.
Mailing Address	City	State	Zip Code	Date available for employment

**PREVIOUS STATE EMPLOYMENT:**

Have you ever been a student at a public institution of Higher Education in North Dakota?  No  Yes. If yes, what institution?  
 And what is/was your Employee ID (EmplID) or NAID?

Have you ever been employed by a public institution of High Education in North Dakota or by any State Agency within North Dakota?  No  Yes.  
 If yes, what institution or agency and what is/was your Employee ID (EmplID) or NAID?

**VETERAN'S PREFERENCE (NDCC 37-19.1) COMPLETE ONLY IF YOU WISH TO CLAIM VETERAN'S PREFERENCE:**

Veterans are entitled to preference, over all other applicants, in recruitment and selection processes by governmental agencies, provided that such veteran is a United States citizen at the time of application for employment. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability.

DO YOU CLAIM VETERAN'S PREFERENCE?  NO  YES: if yes, attach Report of Separation DD-214 and list dates of service

DO YOU CLAIM DISABLED VETERAN'S PREFERENCE?  NO  YES: If yes, attach Current VA Disability Certification and Report of Separation DD-214.

DO YOU CLAIM SPOUSE OF A DISABLED VETERAN'S PREFERENCE?  NO  YES: If yes, attach copy of marriage certificate, DD-214, & letter less than 1 yr. old from veterans' administration indicating disability

DO YOU CLAIM SPOUSE OF A DECEASED VETERAN'S PREFERENCE?  NO  YES: If yes, attach copy of marriage certificate, DD-214, & veteran's death certificate

**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 under other than dishonorable conditions. 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 old from the Department of Veteran's Affairs indicating such disability.

**EDUCATION AND/OR TRAINING:**

Did you receive a high school diploma or GED?  NO  YES

<b>Vocational/Technical School name and address</b>	<b>Major/Minor:</b>	<b>Highest degree completed:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<b>Degree:</b>
<b>College name and address:</b>	<b>Major/Minor:</b>	<b>Highest degree completed:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<b>Degree:</b>
<b>Graduate School name and address:</b>	<b>Major/Minor:</b>	<b>Highest degree completed:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<b>Degree:</b>

Provide information on education/training and professional achievements not covered above:

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**EDUCATION AND/OR TRAINING (con/t):**

Computer hardware and software skills:

From the list below, indicate your competency level with the following software: **E = expert, C = competent, F = familiar, N = unfamiliar**

Word Processing (ex, MS-Word, WordPerfect, etc.)...  E  C  F  N  
 Database (ex, Access, etc.) .....  E  C  F  N

Spreadsheets (ex, Excel, lotus 123, etc.) ..  E  C  F  N  
 Web Design.....  E  C  F  N

List special skills or knowledge relevant to this position:

**EMPLOYMENT HISTORY: Be specific, complete and accurate. This information may be used to determine if your application will be accepted. Start with your present or most recent job. Include armed forces service, any self-employment and volunteer work. If you need additional space, attach separate sheets using this same format.**

Employer	Describe your specific duties, responsibilities, supervision, etc.	
Kind of business		
City and State		
Position Title		
Name and title of your immediate supervisor:		
<input type="checkbox"/> Part time <input type="checkbox"/> Full Time      Hours worked per week		
From (Month and Year)      To (Month and Year)		
Reason for leaving		
If still employed, may we contact your employer? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Employer		Describe your specific duties, responsibilities, supervision, etc.
Kind of business		
City and State		
Position Title		
Name and title of your immediate supervisor:		
<input type="checkbox"/> Part time <input type="checkbox"/> Full Time      Hours worked per week		
From (Month and Year)      To (Month and Year)		
Reason for leaving		
Employer	Describe your specific duties, responsibilities, supervision, etc.	
Kind of business		
City and State		
Position Title		
Name and title of your immediate supervisor:		
<input type="checkbox"/> Part time <input type="checkbox"/> Full Time      Hours worked per week		
From (Month and Year)      To (Month and Year)		
Reason for leaving		

Please provide any additional information about your education, work experience, skills and accomplishments that may more fully describe your qualifications and capabilities as they apply to the position for which you are applying:

Your answers to the following questions will not render you ineligible for further consideration.

Are you legally authorized to work in the U.S.?  No  Yes

Will you now or in the future require sponsorship for an employment visa status?

Have you ever been convicted of a felony?  No  Yes. If yes, Please explain:  
Please identify the jurisdiction:

Applicants must be eligible to work in the U.S.; I-9 employment certification is required at the time of hire.

**CERTIFICATION: 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 understand that any false statements or misleading omissions by me in connection with my application, or in responding to requests for information, can be sufficient grounds for my rejection as a candidate for employment or for my immediate dismissal after employment. I authorize Dakota College at Bottineau to verify my employment, educational background and other information supplied in my application file. This application and all associated materials are open records in accordance with North Dakota Century Code 44-04-18.

Signature \_\_\_\_\_ Date \_\_\_\_\_

All information provided is subject to the North Dakota Open Records Law. As an employer, the State of North Dakota prohibits smoking in all places of state employment.



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