

City of Minot

515 2nd Ave SW, Minot, North Dakota 58701

*The City of Minot is an Equal Employment Opportunity Employer.
Applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or physical disability, or any other legally protected status.*

APPLICATION FOR EMPLOYMENT (Please Type or Print)

Position(s) Applied For: _____ Date of Application: _____ / _____ / _____

Last Name, _____ First, _____ Middle _____

Address _____ City _____ State _____ Zip _____

Telephone Number(s): _____ or _____ Email Address _____

Best time to contact you at home is: _____:_____ AM
PM

If under 18 years of age, can you provide required proof of your eligibility to work? . . _____ Yes _____ No

Are you prevented from lawfully becoming employed in the country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. _____ Yes _____ No

Have you ever pled or been convicted of a felony including a felony charge that was later dismissed under a deferred imposition of sentence? _____ Yes _____ No

Do any of your friends or relatives work here? _____ Yes _____ No

Date available to work: _____ What is your desired salary? _____

Are you available to work: _____ Full Time _____ Part Time _____ Temporary _____ Seasonal

EDUCATION AND TRAINING

| | Name and Address of School | Course of Study | No. of Years Completed | Diploma/Degree |
|-----------------------|----------------------------|-----------------|------------------------|----------------|
| High School | | | | |
| College | | | | |
| Graduate Professional | | | | |
| Other(Specify) | | | | |

| | |
|---|--------------|
| Describe any specialized training, apprenticeship, skills, and extra-curricular activities. | |
|---|--------------|

EMPLOYMENT EXPERIENCE

List below all present and past employment, beginning with your most recent.

| | |
|--|---|
| Employer _____ Telephone Number (s) _____ Job Title _____ Supervisor _____ Employed from: _____ to _____ Reason for Leaving _____ | Work Performed: _____ _____ _____ _____ Hourly Rate Salary: Beginning: _____ Ending: _____ |
| Employer 2 _____ Telephone Number (s) _____ Job Title _____ Supervisor _____ Employed from: _____ to _____ Reason for Leaving _____ | Work Performed: _____ _____ _____ _____ Hourly Rate Salary: Beginning: _____ Ending: _____ |
| Employer 3 _____ Telephone Number(s) _____ Job Title _____ Supervisor _____ Employed from: _____ to _____ Reason for Leaving _____ | Work Performed: _____ _____ _____ _____ Hourly Rate Salary: Beginning: _____ Ending: _____ |
| Employer 4 _____ Telephone Number (s) _____ Job Title _____ Supervisor _____ Employed from: _____ to _____ Reason for Leaving _____ | Work Performed: _____ _____ _____ _____ Hourly Rate Salary: Beginning: _____ Ending: _____ |

May we contact these employers regarding your qualifications Yes _____ No _____

List professional, trade, business, or civic activities and offices held.

You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

ADDITIONAL INFORMATION

Military Information

Have you served in the Armed Forces of the United States? _____ Yes _____ No

Are you claiming Veteran's Preference under North Dakota Statue? _____ Yes _____ No
(You must submit a DD214 verifying each claim) **Are you claiming status of a disabled veteran?** _____ Yes _____ No
(A copy of your letter from the VA claiming disability must be attached to this application.)

Describe any job-related training received in the United States Military. _____

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills (Check Skills/Equipment Operated)

| | | | |
|----------------|---------------------|------------------|--------------|
| ___ Terminal | ___ Spreadsheet | Machinery (list) | Other (list) |
| ___ PC/Mac | ___ Word Processing | _____ | _____ |
| ___ Typewriter | ___ Shorthand | _____ | _____ |
| ___ Wpm ___ | ___ Wpm ___ | _____ | _____ |

Note to applicants: **DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING:**

Are you capable of performing in a reasonable manner with or without a reasonable accommodation, the activities involved in the job or occupations for which you have applied? A review of the activities involved in such a job or occupation has been given. _____ Yes _____ No

Supply any additional information you feel may be helpful to us in considering your application.

REFERENCES

| | | |
|----|---------|----------------|
| 1. | _____ | _____ |
| | Name | Phone Number |
| | _____ | _____ |
| | Address | State Zip Code |
| 2. | _____ | _____ |
| | Name | Phone Number |
| | _____ | _____ |
| | Address | State |
| 3. | _____ | _____ |
| | Name | Phone Number |
| | _____ | _____ |
| | Address | State Zip Code |

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand this application for employment shall be considered active for a period of one year. Should I wish to be considered for employment beyond this time period I will inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Minot is of an "at will" nature, which means that the Employee may resign at any time and the City of Minot may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Minot.

In compliance with FTA regulation 49 CFR part 40 and 655, all FTA employees will be subject to a pre-employment drug test.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I will also be required to abide by all rules and regulations of the City of Minot.

Signature of Applicant

Date