

# MERCER COUNTY APPLICATION FOR EMPLOYMENT

PO Box 39 Stanton ND 58571 (701) 745-3292

- Follow instructions carefully
- Provide detail - do not use "see resume"
- If accommodation or assistance is needed in completing this application, contact the employing agency.
- Print or type
- Check for errors before submitting

Position(s) applying for:

## General Information

Name (Last, First, Middle Initial)				Work Telephone No.
Mailing Address	City	State	Zip Code	Home Telephone No.

Can you provide proof, if hired, that you are eligible to work in the United States? ☐ Yes ☐ No

How did you learn about this opening?

## Veteran's Preference

Veteran	<input type="checkbox"/> No <input type="checkbox"/> Yes - <i>Must</i> attach DD-214, Report of Separation
Disabled Veteran	<input type="checkbox"/> No <input type="checkbox"/> Yes - <i>Must</i> attach DD-214, Report of Separation, & a letter less than one year old from the Veteran's Administration indicating disability
Spouse of Disabled Veteran	<input type="checkbox"/> No <input type="checkbox"/> Yes - <i>Must</i> attach DD-214, Report of Separation, & a letter less than one year old from the Veteran's Administration indicating disability
Spouse of Deceased Veteran	<input type="checkbox"/> No <input type="checkbox"/> Yes - <i>Must</i> attach DD-214, Report of Separation, & Veteran's Death certificate

Veteran Eligibility: You must be a ND resident and have served in the active military forces during a period of war 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. See NDCC 37-19.1.

## Education and/or Training

Did you graduate from high school or receive a GED Certificate? ☐ Yes ☐ No

SCHOOL NAME AND LOCATION (college, business, nursing, vocational, or other)	No. of Credits		Field		Did you graduate?	Diploma or degree earned
	Qtr.	Sem.	Major	Minor		
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	

Other education/training/skills:

Computer skills (hardware & software):

Current professional license/certificate/registration:

Related volunteer experience:

**Employment History:**

- Start with your current or last job - include armed forces service and self-employment.
- Any change of job title under the same employer should be considered a separate position.
- **ATTACH EXTRA SHEETS** using the same format if you have additional employment history.

May we contact your current employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			
Employer		Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed (indicate months & years) From: To:	Average Hours Worked Per Week
Duties:			
Monthly Salary		Reason for Leaving	

Employer		Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed (indicate months & years) From: To:	Average Hours Worked Per Week
Duties:			
Monthly Salary		Reason for Leaving	

Employer		Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed (indicate months & years) From: To:	Average Hours Worked Per Week
Duties:			
Monthly Salary		Reason for Leaving	

I certify that all information contained in this application and any attachments are true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize investigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

All information provided is subject to the North Dakota Open Records Law

**Equal Opportunity Employer**

Mercer County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.