

***FORT BERTHOLD COMMUNITY
COLLEGE***

APPLICATION FOR EMPLOYMENT



APPLICATION FOR EMPLOYMENT - continued

Please print

Position(s) applied for _____ Date of application ____/____/____

Referral Source

- Advertisement Employee Relative Government Employment Agency
- Walk-in Private Employment Agency Other

Name of Source (if applicable) _____

Name _____
Last First Middle

Address _____
Street/ PO Box City State Zip Code

Telephone Number (____) _____ Social Security Number ____ -- ____ -- ____
am

If necessary best time to call (____) _____ pm

May we contact you at work?..... Yes ____ No ____
am

If yes, work number and best time to call (____) _____ pm

If you are under 18, can you furnish a work permit? Yes ____ No ____

Have you filed an application here before?..... Yes ____ No ____

If yes give date / /

Have you been employed here before? Yes ____ No ____

If yes, give dates..... From ____ / ____ / ____ . To ____ / ____ / ____ .

Are you legally eligible for employment in this country? Yes ____ No ____
(Proof of U. S Citizenship or immigration status will be required upon employment.)

Date available for work..... / /

Type of employment desired ____ Full – Time ____ Part – Time ____ Temporary

Are you on lay – off and subject to recall? Yes ____ No ____

Will you travel if your job requires it? Yes ____ No ____

Will you work over time if required?..... Yes ____ No ____

Have you been convicted of a felony in the last (7) years? Yes ____ No ____
(Such conviction may be relevant if job related, but does bar you from employment.)

If yes, explain _____

Do you possess a valid Driver’s License? Yes ____ No ____

Application for Employment continued

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference?		\$	Per	
Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
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		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference?		\$	Per	

Comments (including explanation of any gaps in employment)

Skills and Qualifications – Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are

Continued

Application for Employment continued

Educational Background (if job related)

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank and E. Major and minor field of study (if applicable).

A. School	B. Years Completed	C. Degree Diploma	D. GPA Class Rank	E. Major	E. Minor

List any foreign language(s) you know and check the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write

References

List name and telephone number of three business/work references that are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Telephone	Years Known
	Area Code	
	Area Code	
	Area Code	

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held
	Area Code
	Area Code
	Area Code

List special accomplishments, publications, awards (exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status.) _____

List any additional information you would like us to consider. _____

Application for Employment continued

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job – related. I hereby release from liability the employer and its representatives for seeking information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Fort Berthold Community College is an Equal Opportunity Employer. Fort Berthold Community College does not discriminate on the basis of race, color, national origins, sex, disabled, age or religion in its education programs/activities and employment policies/practices. Preferred will be granted to qualified Indian and Veteran applicants.

Signature of Applicant _____ Date ____/____/____.