

# Application for Employment

## Rolette County, PO Box 939, Rolla ND 58367

An Equal Opportunity and At-Will Employer

**Personal Information**

Name \_\_\_\_\_ SSN \_\_\_\_\_  
Last First MI

Present Address \_\_\_\_\_  
Address/Box City State Zip Code

Telephone # \_\_\_\_\_ Message # \_\_\_\_\_ Driver's License Yes No Class \_\_\_\_\_  
 Drivers License # \_\_\_\_\_

In case of emergency notify \_\_\_\_\_  
Name Phone # Relationship

**General Information**

Position Applying for (be specific):	Date you can start:	Salary or wage expected:
<small>Check if you are willing to accept</small> <input type="checkbox"/> Full Time <input type="checkbox"/> Permanent <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		Have you ever been employed with us before? Yes ___ No ___ If yes, give dates:
Have you ever been convicted of a felony within the last 7 years? Yes No    If Yes, Please explain		

**Education/Training**

Institution	Course of Study	Indicate Year Completed	Degree, Diploma, Certificate,

Other courses/classes/training which may be pertinent to this position

**Veterans Only:** Have you ever served on active duty in the United States military service? Yes No  
 Are you claiming Veteran's Preference? Yes No (If "Yes", you must furnish the DD214 Report of Separation form)  
 Dates of Service: From:                      To:                      ;  
 Have you ever been discharged from the armed service under other than honorable conditions? Yes No, If "Yes", Please specify

Special skills/abilities/certificates/license(s)/equipment/software operated:

**References:** Please list below three work related references who have knowledge of your qualifications, skills and abilities to perform this position

Name	Address	Telephone #

**Employment Experience**

Are you presently employed? Yes No		If yes, may we contact your previous employer? Yes No	
<b>Please complete the work history section starting with your present or most recent job</b>			
Employer		Address, City, State	
Job Title		Telephone #	Hours worked per week
List specific tasks completed on the job		Machines/Equipment you have operated	
Date Started:	Date Ended:	Wage \$ _____ per _____	Reason for Leaving
Employer		Address, City, State	
Job Title		Telephone #	Hours worked per week
List specific tasks completed on the job		Machines/Equipment you have operated	
Date Started:	Date Ended:	Wage \$ _____ per _____	Reason for Leaving
Employer		Address, City, State	
Job Title		Telephone #	Hours worked per week
List specific tasks completed on the job		Machines/Equipment you have operated	
Date Started:	Date Ended:	Wage \$ _____ per _____	Reason for Leaving

Please summarize any other work history or qualifications you may have or attach resume, cover letter or other supporting documents:

I certify that information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal. I also understand that the County retains the right to terminate an employee at any time for any reason, with or without cause. I hereby consent to the release of information requested by Rolette County from any and all educational institutions, law enforcement agencies, current and former employers, and other listed references.

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Signature of Applicant**