



City of Dickinson

An Equal Opportunity Employer

Application for Employment

Position Applying For: _____ Date: _____

Available to work: Full Time Part Time Seasonal Permanent Temporary

Name: _____
(Last) (First) (Middle)

Address: _____
Street Address City/State/Zip Code

Telephone Numbers: _____ Email: _____

Are you at least 18 years of age? Yes No

Are you prevented from becoming lawfully employed in this country because of Visa or Immigration Status?
(Proof of citizenship or employment status is required under Federal Law.) Yes No

Are you currently employed? Yes No

Have you been convicted of a crime other than a minor traffic violation? Yes No
If yes, please explain _____

(Conviction of a crime does not automatically bar employment. Factors such as age at the time of offense, type of offense, remoteness of offense, sentenced time and rehabilitation will be taken into account in determining effect on suitability for employment.)

Are you related to the Mayor, any member of the City Commission or a current City Employee?

Yes No

If yes, whom? (give name and relationship) _____

Drivers License Number _____ Issuing State _____

Class _____ Endorsements _____ Expiration Date _____

Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes No

Has any license, permit or privilege ever been suspended or revoked? Yes No

Do you claim Veteran's Preference? No Yes - *Must* attach DD-214, Report of Separation.

Do you claim Disabled Veteran's Preference? No Yes - *Must* attach DD-214, Report of Separation, and a letter less than 1 yr. old from the US Dept. of Veteran Affairs indicating disability.

Veteran Eligibility: You must be a North Dakota 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 N.D.C.C. 37-19.1.

Employer: _____ Full-Time / Part-Time
Address: _____ Average Weekly Hours _____
Dates of Employment: _____ to _____ Hourly Rate/Salary: _____
Start End
Your Supervisor's Name: _____ Telephone: () _____
Your position title _____ Reason for Leaving: _____
Primary Duties: _____

Employer: _____ Full-Time / Part-Time
Address: _____ Average Weekly Hours _____
Dates of Employment: _____ to _____ Hourly Rate/Salary: _____
Start End
Your Supervisor's Name: _____ Telephone: () _____
Your position title _____ Reason for Leaving: _____
Primary Duties: _____

Employer: _____ Full-Time / Part-Time
Address: _____ Average Weekly Hours _____
Dates of Employment: _____ to _____ Hourly Rate/Salary: _____
Start End
Your Supervisor's Name: _____ Telephone: () _____
Your position title _____ Reason for Leaving: _____
Primary Duties: _____

References: (Please provide the names, addresses and telephone numbers of three professional references.)

1. _____
2. _____
3. _____

Please provide any additional information you feel may be helpful to us in considering your application: _____

Applicant Acknowledgment and Authorization

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the CITY OF DICKINSON that such employment with the CITY OF DICKINSON is at will, for no specified duration and may be terminated by either the CITY OF DICKINSON or by myself at any time, with or without cause and if terminated the CITY OF DICKINSON is liable only for wages and salary and benefits earned as of the date of termination. I understand that none of the documents, policies, procedures, actions, statements of the CITY OF DICKINSON or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct. In consideration for employment with the CITY OF DICKINSON, if employed, I agree to conform to the rules, regulations, policies and procedures of the CITY OF DICKINSON at all times and understand that such obedience is a condition of employment.

I understand that an offer for a position with the CITY OF DICKINSON is conditional and I may be required to submit to a pre-employment medical examination, drug/alcohol screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize the CITY OF DICKINSON to investigate all statements made as a part of this application and to secure any necessary information from all prior employers, references, academic institutions, law enforcement agencies, other persons and entities, and public records. I hereby release all such persons, entities, employers, references, institutions, agencies and the CITY OF DICKINSON from any and all liability arising from their giving or receiving information about my employment history, academic credentials, qualifications, reputation, driving record, and criminal record. A photocopy of this release may be used for all purposes.

Printed Name

Applicant's Signature (Unsigned applications may be disqualified)

Date

**-DO NOT WRITE IN THIS SECTION-
OFFICE USE ONLY**

Date Received: _____
