



# EMPLOYMENT APPLICATION

Office of Human Resources  
330 Third St. NE  
Mayville ND 58257

As an Equal Opportunity/Affirmative Action Employer, Mayville State University encourages applications from minorities, women, and disabled persons, and pledges not to discriminate with respect to race, color, national origin, religion, sex, age, marital status, sexual orientation, status due to receipt of public assistance, or disability as specified in Federal Regulations.

### PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION

Each application is screened according to the information provided on the application. If a question does not pertain to you or the position for which you are applying, write in the letters "NA" (NON - APPLICABLE). All areas highlighted in red are required.

An applicant must submit an application for **each** position vacancy. Applications become inactive at the close of the hiring process.

TITLE OF POSITION APPLYING FOR: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
Number Street Apt.

\_\_\_\_\_ City State Zip Code

PHONE: \_\_\_\_\_

Date available for work \_\_\_\_\_ How did you learn of vacancy? \_\_\_\_\_

Have you ever been employed at Mayville State University? No Yes

Are you under 16? No Yes

Do you have a valid driver's license? No Yes Class Type: \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? No Yes

If yes, please explain \_\_\_\_\_

(Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.)

*Applicants must be eligible to work in the U.S. and I-9 employment certification is required at hire.*

MILITARY SERVICE: If claiming military preference, DD214 must be attached.

U.S. Military Veteran Yes No Vietnam Era Veteran Yes No

Military Disabled Veteran Yes\* No \*A copy of VA statement must be attached.

### APPLICANT CERTIFICATION AND AGREEMENT (Must be signed)

I authorize investigation as to my record with any or all of my former employers with no liability arising therefrom. I understand that any false information on this application and/or any attachem(t)s to this application may be sufficient reason for dismissal, whenever discovered.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

List special abilities and qualifications you possess that pertain to the position for which you have applied. Include job related certifications, membership in professional societies, and publications.

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<b>Secretarial/Clerical:</b>		
Word Processing	Yes	No
Software packages	_____	
_____		

• EDUCATIONAL DATA

<b>High School</b> Name: _____ Address: _____	Insert highest grade completed	Did you receive a HS diploma or GED? Yes      No
<b>Technical/or Business School</b> Name: _____ Address: _____	Insert years completed	Graduated      Yes      No Major: _____ Degree: _____
<b>College/University</b> Name: _____ Address: _____	Insert years completed	Graduated      Yes      No Major: _____ Degree: _____
<b>College/University</b> Name: _____ Address: _____	Insert years completed	Graduated      Yes      No Major: _____ Degree: _____

• EMPLOYMENT RECORD: (List present or most recent employer first and include volunteer/unpaid experience.)

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Firm Name: \_\_\_\_\_ Type of Business & Address: \_\_\_\_\_

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Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_

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Position Held \_\_\_\_\_ Starting Date: \_\_\_\_\_ Hours \_\_\_\_\_ If currently employed  
Starting Salary: \_\_\_\_\_ Working \_\_\_\_\_ per week: \_\_\_\_\_ may we contact your  
Ending Salary: \_\_\_\_\_ Ending Date: \_\_\_\_\_ employer for reference?  
yes      no

Describe Duties and Responsibilities:

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Reason for Leaving: \_\_\_\_\_

• EMPLOYMENT RECORD: (Continued)

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Firm Name: \_\_\_\_\_ Type of Business & Address: \_\_\_\_\_ :

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Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_

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Position Held _____	Starting Date: _____	Hours _____	If currently employed may we contact your employer for reference? yes                  no
Starting Salary: _____		Worked per week: _____	
Ending Salary: _____	Ending Date: _____		

Describe Duties and Responsibilities: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

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Firm Name: \_\_\_\_\_ Type of Business & Address: \_\_\_\_\_

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Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_

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Position Held _____	Starting Date: _____	Hours _____	If currently employed may we contact your employer for reference? yes                  no
Starting Salary: _____		Worked per week: _____	
Ending Salary: _____	Ending Date: _____		

Describe Duties and Responsibilities: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

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Firm Name: \_\_\_\_\_ Type of Business & Address: \_\_\_\_\_

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Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_

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Position Held _____	Starting Date: _____	Hours _____	If currently employed may we contact your employer for reference? yes                  no
Starting Salary: _____		Worked per week: _____	
Ending Salary: _____	Ending Date: _____		

Describe Duties and Responsibilities: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

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## **Mayville State University**

### **Instructions for using the Criminal History Disclosure Form**

Before receiving an offer of employment, potential employees of Mayville State University are required to sign the Criminal History Disclosure Form notifying MSU of certain criminal convictions.

A “yes” answer will not necessarily mean an offer will not be made. North Dakota law provides that one convicted of a felony (and, therefore, by implication, a misdemeanor also) does not automatically forfeit a right to be considered for public employment.

Furthermore, if you answer “yes” you will be entitled to explain the circumstances surrounding your answer. MSU will then determine whether the conviction has any job relevance and will determine whether to offer you the position. A material misrepresentation, false statement, or omission will be cause for rejection of the application or subsequent termination from employment.

You are further advised that this form will be kept as part of your official personnel file. Under the North Dakota Open Records Law, anyone could inspect this form and your answer, therefore no promise can be made to you of its confidentiality.

If you have any questions concerning the use of this form, please contact the Vice President for Business Affairs.

