



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 attachment(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.

Secretarial/Clerical:

Word Processing Yes No

Software packages _____

• **EDUCATIONAL DATA**

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

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

Firm Name: _____		Type of Business & Address: _____	
Supervisor's Name: _____	Supervisor's Title: _____	Supervisor's Phone #: _____	
Position Held _____	Starting Date: _____	Hours Worked per week: _____	If currently employed may we contact your employer for reference? yes no
Starting Salary: _____	Ending Date: _____		
Ending Salary: _____			
Describe Duties and Responsibilities: _____			

Reason for Leaving: _____			

• EMPLOYMENT RECORD: (Continued)

Firm Name:		Type of Business & Address:	
Supervisor's Name:		Supervisor's Title:	Supervisor's Phone #:
Position Held	Starting Date:	Hours Worked per week:	If currently employed may we contact your employer for reference?
Starting Salary: _____			
Ending Salary: _____	Ending Date:	_____	yes no
Describe Duties and Responsibilities:			
Reason for Leaving: _____			

Firm Name:		Type of Business & Address:	
Supervisor's Name:		Supervisor's Title:	Supervisor's Phone #:
Position Held	Starting Date:	Hours Worked per week:	If currently employed may we contact your employer for reference?
Starting Salary: _____			
Ending Salary: _____	Ending Date:	_____	yes no
Describe Duties and Responsibilities:			
Reason for Leaving: _____			

Firm Name:		Type of Business & Address:	
Supervisor's Name:		Supervisor's Title:	Supervisor's Phone #:
Position Held	Starting Date:	Hours Worked per week:	If currently employed may we contact your employer for reference?
Starting Salary: _____			
Ending Salary: _____	Ending Date:	_____	yes no
Describe Duties and Responsibilities:			
Reason for Leaving: _____			

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.

**Mayville State University
Criminal History Disclosure Form**

1. Have you pled guilty (or no contest) to or been otherwise convicted of a felony in any court?
☐ Yes ☐ No

2. Have you pled guilty (or no contest) to or been otherwise convicted of a misdemeanor involving a crime of violence or theft in any court? "Crime of violence" means an offense in which physical force was either used, attempted or threatened against the person or property of another; or if by the nature of the offense it involves a substantial risk that physical force may be used against a person or property of another.
☐ Yes ☐ No

- If "Yes", please explain:

3. Have you been convicted of any crime that was in a foreign court which does not make the distinction between felony and misdemeanor?
☐ Yes ☐ No

4. If you answered "yes" to any of the above questions (1-3), state the month and year of the conviction and the court.

EXPLANATION (Optional)

You may explain the circumstances of the conviction(s), but are not required to do so. Please do not use any victims' names. Attach additional page if necessary.

Please submit this completed and signed form to the chair of the hiring department as soon as possible. The hiring departments should ensure the original signed form is forwarded to Human Resources/Business Office with all other hiring forms.

Signature

Date

Position Title

Print Name

Department

Equal Employment Opportunity Survey

Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department. Please return completed forms to the HR department.

Position applied for:

GENDER:

(Please check one of the options below)

☐ Male ☐ Female

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

☐ Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

☐ White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

☐ Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

☐ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

☐ Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

☐ American Indian or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

☐ Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

Date completed:

Please return form along with your application to the HR department. Thank you for your participation