



APPLICATION FOR EMPLOYMENT
 JSND/WORKFORCE PROGRAMS
 SFN 16770 (R. 3-01)

WARD COUNTY JOB APPLICATION FORM A
JOB APPLICATIONS MUST CONTAIN PARTS A, B & C
TO BE CONSIDERED FOR EMPLOYMENT

APPLICATION FOR EMPLOYMENT WITH

WARD COUNTY

315 SE 3RD ST. MINOT, ND 58701

Name (Last, First, MI)

PERSONAL INFORMATION										
Last Name				First Name					MI	
Present Address/Box			City				State	ZIP Code		
Permanent Address/Box			City				State	ZIP Code		
Telephone #		Message #			Drivers License? Yes No			Class		
GENERAL INFORMATION										
Position applying for (be specific):			Date you can start:			Salary or wage expected:				
Check if you are willing to accept:				Please fill in the times you are available for work each day.						
Full Time	Permanent		Hours available	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Part Time	Temporary		From							
Shift Work	Seasonal		To							
EDUCATION/TRAINING										
Place an "X" in front of the highest grade completed: 7 8 9 10 11 12 GED 13 14 15 16 17 18										
Name of School			Course of Study				Degree, Certificate, Occupational License			
Subjects of special study or research work:										
Special skills/abilities/certificates/license(s)/equipment/software operated:										
List any other qualifications which should be considered:										
MILITARY INFORMATION						FOR JSND/EMPLOYER USE ONLY				
Are you a veteran?		Yes	No	Branch:						
Dates of Service:	From		To							

(Continue on next page)

Are you presently employed? Yes No				If yes, may we contact your present employer? Yes No			
PLEASE COMPLETE THE WORK HISTORY SECTION STARTING WITH YOUR PRESENT OR MOST RECENT JOB							
Company				City			State
Job Title				Hours Worked Per Week			
List specific tasks completed on the job.				Machines/Equipment You Have Operated			
Date Started		Date Ended		Wage		Reason for Leaving:	
				\$ _____	Per _____		
Mo.	Yr.	Mo.	Yr.				

Company				City			State
Job Title				Hours Worked Per Week			
List specific tasks completed on the job.				Machines/Equipment You Have Operated			
Date Started		Date Ended		Wage		Reason for Leaving:	
				\$ _____	Per _____		
Mo.	Yr.	Mo.	Yr.				

Company				City			State
Job Title				Hours Worked Per Week			
List specific tasks completed on the job.				Machines/Equipment You Have Operated			
Date Started		Date Ended		Wage		Reason for Leaving:	
				\$ _____	Per _____		
Mo.	Yr.	Mo.	Yr.				

Please summarize any other work history you may have.

REFERENCES: Please list below three individuals who are not related to you and are not previous employers.

Name	Address	Telephone #

Date		Signature of Applicant	
DO NOT WRITE BELOW THIS LINE--FOR OFFICE USE ONLY			
Interviewed By:	Date:	Hired: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position:	Salary:	Date Starting:	
Interviewer Comments:			

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WARD COUNTY Pre-employment Affidavit

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

WARD COUNTY is an equal opportunity employer. We pledge continued positive action to insure equal opportunity for all employees regardless of race, color, religion, national origin, sex, age, or disability. It is our policy to provide employment opportunities to qualified disabled individuals, and veterans. By my signature and initials placed below, I promise that the information provided in this employment application sections A, B, and C (and accompanying resume/application) is true and complete. I understand that any false information or significant omission may disqualify me from further consideration for employment, and may be justification for my dismissal from employment if discovered at a later date. I authorize the investigation of all statements contained in this application (and accompanying resume, if any). I agree to immediately notify the County if I should be convicted of a felony, or any crime involving dishonesty or breach of trust while my job application is pending, or during my period of employment, if hired. Initial

I authorize any person, school, current employer (except as previously noted), past employer, and organizations named in this application form to provide the County with relevant information and opinion that may be useful to the County in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements. Initial

I give permission for a complete check of my driving record including any state where I presently have or have had a driver's license or permit. Initial

I give permission for a complete employment physical examination, including a drug screening exam and x-rays. I consent to the release to the County of any and all medical information, as may be deemed necessary by the County in judging my capability to do the work for which I am applying. Initial

Have you ever been convicted of a crime, other than a civil traffic offense for which you could have been fined or sentenced to jail or prison even if the sentence was suspended or deferred:
Yes No (If yes, explain on back).

I understand that if the County terminates my employment for dishonesty, breach of trust, or any criminal acts the authorities may be notified and I may be criminally prosecuted. I also understand that, if hired, I may not hold other employment, nor engage in sales, investment or other activities that create a conflict of interest with my position. Initial

Are you related to any current Ward County employee? Yes No (If yes explain on back)
I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of any wages or salary, be terminated at any time. This is **“At Will Employment”**. I understand that no person is authorized to change any of the terms mentioned in this employment affidavit. Any verification made as a result of this release will be made in a professional manner by a Department Head or by the County Personnel Officer or at their request. Verifications will normally be made prior to job offer, after job offer and prior to employment or during evaluation period. Special conditions may require verifications during employment.

Signed by _____ Date _____.

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The following additional information may be needed for work in specific Ward County Departments. Please provide all pertinent information, which may be useful in the position you are making application.

Please identify and explain any additional certifications you have

If the position description you are applying for requires a drivers license, please list your driver's license number, state and class of license

Using the following Codes please identify your **skill level and experience**. Please keep in mind that over exaggeration may be grounds for termination if hired. Certain Departments may provide testing for verification of skill levels.

Code	Skill Level	Code	Experience
1	Familiar but not competent	S	Some Experience (3-12 months)
2	Competent but not skilled	E	Experienced (1 year - 3 years)
3	Skilled	V	Very Experienced (over 3 years)
4	Certified (list certification)	T	Have Taught others

Please identify your skill level and experience below. Example 2-E or 3-T.

All Positions Involving Clerical Duties

General Clerical Skills

Keyboarding w/p/m _____
 10 key c/p/m _____
 Shorthand w/p/m _____
 Transcription w/p/m _____

Computer Skills

Spreadsheet Applications _____
 Word processing Programs _____
 Macintosh Computers _____
 IBM Compatible Computers _____
 Internet Experience _____

Ward County Jail and Ward County Juvenile Detention Center Applicants Only

As an applicant for the position of Correctional and/or Juvenile Detention Officer with the Ward County Jail and/or Juvenile Detention Center, I hereby consent to complete psychological testing, and the completion of a background check to be completed by the Sheriff's Department.

_____ Signature _____ Date

Ward County Highway Department Applicants Only

Please list types of equipment used and proficiency using codes from above:

Loader	_____	Backhoe	_____	Forklift	_____
Scraper	_____	Motor grader	_____	Dump truck	_____
Dozer	_____	Skid Steer	_____	Semi-tractor/trailer	_____