



APPLICATION FOR EMPLOYMENT

Please submit the completed application, your resume and cover letter, and reference letters to the address on page 2 of this application.

Name Phone #

Address Email

City/State/Zip

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

If yes, please explain:

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

EDUCATION:

- High School Diploma
- GED

Name of High School

College Degree

City/State:

College Degree

City/State:

*Attached a separate sheet if you have additional college information to provide.

EMPLOYMENT HISTORY:

Please provide information regarding your employment for the last 3 positions held.

Company Supervisor Name

Address City/State/Zip

Phone # Dates of Employment

Position Held Reason for Leaving

Salary

Employment History continued.....

Company	<input type="text"/>	Supervisor Name	<input type="text"/>
Address	<input type="text"/>	City/State/Zip	<input type="text"/>
Phone #	<input type="text"/>	Dates of Employment	<input type="text"/>
Position Held	<input type="text"/>	Reason for Leaving	<input type="text"/>
Salary	<input type="text"/>		

Company	<input type="text"/>	Supervisor Name	<input type="text"/>
Address	<input type="text"/>	City/State/Zip	<input type="text"/>
Phone #	<input type="text"/>	Dates of Employment	<input type="text"/>
Position Held	<input type="text"/>	Reason for Leaving	<input type="text"/>
Salary	<input type="text"/>		

EXPERIENCE/SKILLS:

Please check all applicable software below that you have any level of experience using:

- Microsoft Word Microsoft Excel Microsoft Access Microsoft Publisher Microsoft FrontPage
- Microsoft Outlook Adobe InDesign Adobe LiveCycle Adobe PhotoShop Microsoft PowerPoint
- Adobe Acrobat Adobe Dreamweaver QuickBooks

Please describe any experience you have with event/meeting planning:

*Attached a separate sheet if you have additional event planning experience to provide.

REFERENCE LETTERS:

Please provide a total of two reference letters.

I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize investigation of all statements made on this application an any attachment, and I release all persons, companies, and organizations from liability for providing or receiving such information.

Applicant Signature: _____ **Date:** _____

Mail to:



Carol Ternes
Attn: Education Assistant Position
1900 N. 11th Street
Bismarck, ND 58501