



Maple Valley Public School District # 4

207 Broadway - P.O. Box 168

Tower City, ND 58071-016 8

www.maple-valley.k12.nd.us

Job Application

Position applying for:: _____ Date: _____

Last Name _____ First: _____ Middle _____

Current address: _____ City/State: _____

Permanent address: _____ City/State: _____

Telephone: _____ Cell phone: _____

Email: _____

What address is best to contact you: _____

What phone number is best to contact you: _____

CHECK "X" to answer yes/no to the questions below:

If under 18 years of age, can you provide required proof of eligibility to work? yes ___ no ___

Have you ever filed an application with us before? yes ___ no ___

Have you ever been employed with us before? yes ___ no ___

Are you currently employed? yes ___ no ___

May we contact your current employer? yes ___ no ___

Are you prevented from lawfully becoming employed in this country because of a VISA or Immigration Status? yes ___ no ___

If YES, proof of citizenship or immigration status will be required.

Have you ever been discharged, or not renewed for cause from a previous position? yes ___ no ___

Have you ever had a certificate or license revoked or suspended? yes ___ no ___

Have you ever been convicted of a felony? yes ___ no ___

Have you ever been convicted of any offense involving the sexual molestation, physical, or sexual abuse of a child? yes ___ no ___

Have you ever been convicted of violation of law or uniform code of military justice other than minor traffic violations? yes ___ no ___

What Date would you be available to begin working, if hired? _____

What are you available to work? Full Time Part Time *-circle one-*

EDUCATION

LEVEL	School attended	City/State	Degree	Major	Minor	Dates
HIGH SCHOOL						
University						
Graduate School						
Other (specify)						

Describe any specialized training received, apprenticeship experience, skills, including Military training, if applicable,.. etc.. that would make you an excellent candidate for this position.

REFERENCES

Please give names and addresses of at least three individuals who are familiar with your work, preferably prior supervisors you've worked for.

Name of reference	Address/City/State/Zip	Phone #	Relation to you

EMPLOYMENT HISTORY

Start with your present or most recent employer, job-related military service assignments and/or volunteer work. You may exclude organizations which indicate race, color, religion, age, gender, national origin, disabilities or other protected status. *If more space is needed, feel free to attach additional pages.*

Employer 1: _____ Supervisor: _____

Employer Address: _____ city/state/zip: _____

Telephone: _____ Job Title: _____

Date Employed: From: _____ To: _____

Reason for Leaving: _____

Type of work performed:

Employer 2: _____ Supervisor: _____

Employer Address: _____ city/state/zip: _____

Telephone: _____ Job Title: _____

Date Employed: From: _____ To: _____

Reason for Leaving: _____

Type of work performed:

Employer 3: _____ Supervisor: _____

Employer Address: _____ city/state/zip: _____

Telephone: _____ Job Title: _____

Date Employed: From: _____ To: _____

Reason for Leaving: _____

Type of work performed:

WORK and ACTIVITY

Note: You may exclude information which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

List professional, trade, business or civic offices held and activities.

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experiences.

Specialized Skills

Circle all that would apply- indicating that you have experience. Note additional skills that are not listed in the "Other" space.

Office: Apple computers Mac computers Fax Machine Copiers Scanners
 Calculators Phones

Software: Spreadsheets Word Processing Database Email Internet

Custodial: Vacuum Floor maintenance Carpet extractors Restroom cleaning

Trade: Carpentry Grounds maintenance Plumbing Electrical
 Boiler/Furnace Painting

Kitchen: Restaurant ovens Proofer large volume food prep
 large volume food serving Kitchen cleaning/sanitization

OTHER: _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

Signature of applicant

Date

Maple Valley Public School District # 4 does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, gender identity, protected veteran status, or sexual orientation. This policy applies to all programs, services, and facilities, including applications, programs, admissions, and employment. The Superintendent has been designated to handle inquiries regarding non-discrimination policies and can be reached at 701-749-2570 or at the Maple Valley Public School, 207 Broadway, Tower City, North Dakota 58071.