

Hazen Public School

Application for Employment

Hazen Public School * PO Box 487 * 520 1st Ave NE * Hazen, ND 58545

Please Print

Position (s) Applied For

Date of Application

Last Name

First Name

Middle Name

Address

City

State

Zip Code

Email Address

Social Security Number

Can we contact you at home? ☐ Yes ☐ No Home or cell phone _____

Can we contact you at work? ☐ Yes ☐ No Work phone _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Are you currently employed?

☐ Yes ☐ No

Have you ever filed an application with Hazen Schools before?

☐ Yes ☐ No

If yes, give date

Have you ever been employed with Hazen Schools before?

☐ Yes ☐ No

If yes, give date

Are you related to any employee or board member of Hazen Schools?

☐ Yes ☐ No

If yes, give name and relationship

Have you ever been convicted of a felony?

☐ Yes ☐ No

If yes, please explain

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment

☐ Yes ☐ No

Date available for work:

What is your salary range?

Type of employment desired:

☐

Full-time

☐

Part-time

☐

Temporary Please give dates available: _____ to _____

Are you willing to work nights and/or weekends?

☐ Yes ☐ No

Will you relocate if the job requires it?

☐ Yes ☐ No

Do you have a valid driver's license?

☐ Yes ☐ No

If the position requires lifting, can you lift up to 50 pounds?

☐ Yes ☐ No

If the position requires the use of a ladder, can you use a ladder?

☐ Yes ☐ No

Education	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

[illegible][illegible]

Employment Experience

Start with your present or last job. Include any job related military assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

These are the only employers that I have had in the last 7 years:

Signature _____ Date _____

Employer	Dates Employed		Work Performed/Job Responsibilities
Type of Business	From	To	
Address			
Telephone Number	Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final
Reason For Leaving			
May we contact for reference? ☐ Yes ☐ No			
Employer	Dates Employed		Work Performed/Job Responsibilities
Type of Business	From	To	
Address			
Telephone Number	Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final
Reason For Leaving			
May we contact for reference? ☐ Yes ☐ No			
Employer	Dates Employed		Work Performed/Job Responsibilities
Type of Business	From	To	
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Telephone Number	Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final
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Employer	Dates Employed		Work Performed/Job Responsibilities
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Employer	Dates Employed		Work Performed/Job Responsibilities
Type of Business	From	To	
Address			
Telephone Number	Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final
Reason For Leaving			
May we contact for reference? ☐ Yes ☐ No			

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

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

Other Qualifications

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

Additional Information

State any additional information you feel may be helpful to us in considering your application.

References

Do not list relatives or former or current Hazen Public School employees.

Name	Occupation	Years Known
Address		Phone Number
Name	Occupation	Years Known
Address		Phone Number
Name	Occupation	Years Known
Address		Phone Number

Do not answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applies? A review of the activities involved in such a job or occupation has been given.

☐ Yes ☐ No

Hazen Public School Pre-employment Affidavit
****Please read carefully and initial each paragraph before signing.**

Hazen Public School is an equal opportunity employer. We pledge to continued positive action to insure equal opportunity for all applicants regardless if 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, which includes any electronic marketing I may make, and initials placed below, I promise that the information provided in this employment application (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 Hazen Public School if I should be convicted of a felony, to include any deferred imposition of sentencing, or any crime involving dishonesty or breach of trust while my job application is pending, or during my period of employment, if hired.

Initial

Except as previously noted, I authorize any person, school, current employer, past employer, and organizations named in this application form to provide Hazen Public School with relevant information and opinion that may be useful in making a hiring decision, and I release such person and organizations from any legal liability in making such statements.

Initial

I understand that if Hazen Public School 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

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. I understand that no person is authorized to change any of the terms mentioned in this employment affidavit.

Initial

Any verification made as a result of this release will be made in a professional manner by Hazen Public School 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.

If signed electronically, it is my intention that the marks made herein constitute my signature for purposes of this Affidavit and Application.

Signed by: _____

Date: _____