



**401 North 9th Street
Bismarck, ND 58501-4507
701-530-5700**

APPLICATION FOR EMPLOYMENT (HR-1.006)

An Equal Opportunity/Affirmative Action Employer – minorities/females/veterans/individuals with disabilities/sexual orientation/gender identify/Indian preference

PERSONAL INFORMATION

Name (last name, first name, middle initial)			Social security no.
Present address	City	State	Zip
Permanent address	City	State	Zip
Home phone	Cell phone	E-mail	
Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you under 16 yrs of age? <input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of citizenship or immigration status will be required upon employment			
Are you currently named as a defendant or convicted of a felony or misdemeanor for mistreatment, neglect or abuse of any person, or a misappropriation of property? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you been convicted of any other felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please explain:			
A criminal conviction record does not by itself constitute an absolute bar to employment. The nature of the conviction will be examined on a case-by-case basis, including subsequent rehabilitation, and will be considered in relation to the responsibilities of the position sought in making each employment decision.			

DESIRED EMPLOYMENT

Position	Date you can start?	# of hours	Wage desired
Have you ever applied to or worked for this company before? <input type="checkbox"/> yes <input type="checkbox"/> no	When?	Under what name?	
Reason for leaving	Name of last supervisor at this company		
Who referred you to this company? <input type="checkbox"/> employment agency <input type="checkbox"/> newspaper advertisement <input type="checkbox"/> friend <input type="checkbox"/> walk-in <input type="checkbox"/> other _____			
<input type="checkbox"/> NPL Employee referral, first and last name: _____			

EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	NO. OF YRS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
Grammar School				
High School				
College				
Trade, business, correspondence school				
Specialized training, apprenticeship, and extra-curricular activities that may be helpful in considering your application:				

WORK HISTORY

List previous employers, starting with the most recent/current employer. Indicate if you were employed under a different name.

1. Name of most recent or current employer				
Address		City	State	Zip
Starting date	Leaving date		Job title	
Name of supervisor		Phone	May we contact this employer for a reference? <input type="checkbox"/> yes <input type="checkbox"/> no	
Job duties				
Reason for leaving				

2. Name of employer				
Address		City	State	Zip
Starting date	Leaving date		Job title	
Name of supervisor		Phone	May we contact this employer for a reference? <input type="checkbox"/> yes <input type="checkbox"/> no	
Job duties				
Reason for leaving				

3. Name of employer				
Address		City	State	Zip
Starting date	Leaving date		Job title	
Name of supervisor		Phone	May we contact this employer for a reference? <input type="checkbox"/> yes <input type="checkbox"/> no	
Job duties				
Reason for leaving				

REFERENCES

List below the names of three persons not related to you or previous employers, whom you have known at least one year.

NAME	ADDRESS AND PHONE	RELATIONSHIP	YRS KNOWN

LICENSURE INFORMATION

For positions requiring a professional license, list the license name, number and expiration date		
Are you licensed in North Dakota? <input type="checkbox"/> yes <input type="checkbox"/> no	If not, have you applied for licensure? <input type="checkbox"/> yes <input type="checkbox"/> no	When?

AUTHORIZATION AND AGREEMENT – Please read before signing

I hereby certify that this application contains no willful misrepresentation or falsification and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, my application will be rejected and I may be removed from the job after appointment. I understand that under Title VII of the Civil Rights Act of 1964 and the North Dakota Human Rights Act, I cannot be discriminated against in employment, including consideration for promotion, for reason of race, color, religion, national origin, sex, or on the basis of age, physical or mental disability, or status as a protected veteran. I further understand that this employment application and other employment related documents I may have been furnished are not contracts of employment; also, that any oral or written statements to the contrary are hereby expressly disavowed. The employer has my authorization to thoroughly investigate my work, criminal and personal history which is job related. I certify that I will hold no person, corporation or organization liable for giving or receiving information in this investigation.

I further understand that if I am employed, such employment is for an indefinite period of time, that either I or NPL can terminate such employment at anytime, and that NPL can change wages, benefits and conditions at anytime.

DATE **SIGNATURE**

Release: Having made application for employment with NPL and desiring them to be informed as to my previous record and character, I hereby authorize NPL to investigate my past record and to ascertain any and all information which may concern my record and character, whether same is of record or not, and release my present and past employers, references, and all persons whomsoever from any damage because of furnishing said information.

DATE **SIGNATURE**

NPL provides an orientation period, which allows NPL to review you and your adjustment to your new position. During this orientation period, you and your supervisors have the freedom to terminate your employment at NPL without notice. NPL operates continuously and you are expected to perform services in accordance with your job description and approved work schedule.

Thank you for completing this application form and for your interest in employment with Northern Plains Laboratory. We assure you that your opportunity for employment will be based only on your merit, employment history, and academic background.