



Cavalier County, North Dakota Employment Application

It is the mission of Cavalier County to be the region's premier employer providing high quality public services in a timely, effective, and efficient manner to the citizens who make up this great community.

Application Instructions

- Complete the application by typing or printing legibly in ink
- Provide detail – do not use "see resume"
- Check for errors before submitting
- All parts of the application must be completed. An unsigned application will not be considered
- If accommodations or assistance is needed in completing this application, please see the employing department

Personal Information

Date of Application	Position Applying For		
Name	Phone Number	Email Address	
Address	City	State	Zip

Veteran's Preference

Branch of Service	
Dates of Service	

To claim preference as a Veteran, you must be a ND resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition and must have been released under other than dishonorable conditions per NDCC 37-19.1. In Order to qualify, you must attach a DD-214 and, if applicable, Report of Separation, VA Letter Confirming Disability and/or a Marriage or Death Certificate.

Please select which preference you are claiming:

- Veteran
 Disabled Veteran
 Spouse of Disabled Veteran
 Spouse of Deceased Veteran

Education and/or Training

Did you graduate from High School or receive a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No			
School Name and Location	Field of Study	Did you graduate?	Diploma or Degree earned
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Computer Skills, related volunteer experience, and other education/training/skills:

Employment History Please start with current first.

Employer		Job Title	
Supervisor's Name	Supervisor's Telephone Number	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates of Employed	Starting Pay Rate	Ending Pay Rate	
Reason for Leaving			
Employer		Job Title	
Supervisor's Name	Supervisor's Telephone Number	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates of Employed	Starting Pay Rate	Ending Pay Rate	
Reason for Leaving			
Employer		Job Title	
Supervisor's Name	Supervisor's Telephone Number	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates of Employed	Starting Pay Rate	Ending Pay Rate	
Reason for Leaving			
Employer		Job Title	
Supervisor's Name	Supervisor's Telephone Number	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates of Employed	Starting Pay Rate	Ending Pay Rate	
Reason for Leaving			
Employer		Job Title	
Supervisor's Name	Supervisor's Telephone Number	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates of Employed	Starting Pay Rate	Ending Pay Rate	
Reason for Leaving			

Professional References

Name	Company	Title	Phone

Please indicate valid driver's license held: A B C D M

Are you related to a member of the County Commission or a County employee?
 Yes No

If yes, whom? _____

How did you learn about this opening? _____

Salary Desired: _____

Date Available: _____

If selected:

Are you willing to submit to a drug, alcohol, and background screening?
 Yes No

Are you able to provide proof you are eligible to work in the United States?
 Yes No

Are you capable of performing, with or without reasonable accommodation, the essential functions of the job for which you are applying?
Please see position description found with the job posting.
 Yes No

Signature Disclaimer

I certify that all information contained in this application and my 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 cause for rejection of my application or termination of my employment. I authorize investigation of all statements made on this application and any attachments. I authorize Cavalier County to contact my references and verify the information that is obtained. I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed. I understand all information provided is subject to the North Dakota Open Records Law.

***A typed name is considered a signature.*

Signature**

Date

Equal Opportunity Employer

Cavalier County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service, and complies with the provisions of the North Dakota Human Rights Act.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

Cavalier County

Cavalier County is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the County invites you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatments. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This form will not be part of your application file or included in the documentation provided to the selecting official.

Please Print or Type

Full Name		Date	
Position Applying for		Birthdate	
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	

Racial/Ethnic Heritage (Check one)

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native American or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.
- I do not wish to disclose.**

How did you learn about this job opening?

(List the name of the newspaper, employment agency, organization, agency employee, or other source):

--

Your Home Address

--

City

State

Zip Code

--	--	--

We are an Equal Opportunity Employer