



# Maple Valley Public School District # 4

207 Broadway - P.O. Box 168

Tower City, ND 58071-016 8

[www.maple-valley.k12.nd.us](http://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.

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Signature of applicant

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Date