

Bowman County Auditor
 104 1st Street NW, Ste. 1
 Bowman, ND 58623

Bowman County, North Dakota

APPLICATION for EMPLOYMENT

Phone: 701-523-3130
 Fax: 701-523-4899
www.bowmand.com/county

An Equal Opportunity Employer

- 1) Complete this 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.
- 2) The information contained on this form is sought in good faith. It will not be used in any way to discriminate against any applicant for employment in violation of state or federal laws.
- 3) If accommodation or assistance is needed in completing this application, contact the Auditor's office.

SECTION 1: GENERAL INFORMATION

Last Name:			First Name:			Initial:			
<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>			
Address:						E-mail:			
<input style="width: 100%;" type="text"/>						<input style="width: 100%;" type="text"/>			
City:			State:			Zip Code:			
<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>			
Phone:			Message Phone:			Date Available:			
(<input style="width: 20px;" type="text"/>) <input style="width: 20px;" type="text"/> - <input style="width: 40px;" type="text"/>			(<input style="width: 20px;" type="text"/>) <input style="width: 20px;" type="text"/> - <input style="width: 40px;" type="text"/>			<input style="width: 100%;" type="text"/>			
POSITION(S) APPLYING FOR:									
<input style="width: 100%;" type="text"/>									
Have you ever been convicted of a crime other than a minor traffic violation? If yes, please explain on back of application. (Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.)								<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you provide proof, if hired, that you are eligible to work in the United States?								<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION 2: VETERAN'S PREFERENCE

Veteran's Eligibility: You must be a North Dakota 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. See North Dakota Century code 37-19.1.

Do you claim preference as a:

Veteran	<input type="checkbox"/> No	<input type="checkbox"/> Yes - Attached DD-214, Report of Separation
Disabled Veteran	<input type="checkbox"/> No	<input type="checkbox"/> Yes - Attached DD-214 & letter less than 1 yr. old from veteran's administration indicating disability.
Spouse of Disabled Veteran	<input type="checkbox"/> No	<input type="checkbox"/> Yes - Attach copy of marriage certificate, DD-214 & letter less than 1 yr. old from veteran's administration indicating disability.
Spouse of Deceased Veteran	<input type="checkbox"/> No	<input type="checkbox"/> Yes - Attach copy of marriage certificate, DD-214 & veteran's death certificate

SECTION 3: EDUCATION AND/OR TRAINING

Did you graduate from high school or receive a GED Certificate? Yes No

COLLEGE NAME & CITY/STATE	Number of Credits		Field		Did you graduate?	Diploma or Degree Earned
	Qtr.	Sem.	Major	Minor		
<input style="width: 100%;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 100%;" type="text"/>			
<input style="width: 100%;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 100%;" type="text"/>			
<input style="width: 100%;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input style="width: 100%;" type="text"/>			

NOTICE: If the position requires a degree an official transcript of the degree is required with this application.

SECTION 5: EMPLOYMENT EXPERIENCE - continued

Employer:	Type of Business:	
Address:	City/State/ZIP:	
Dates: (/ /) To (/ /)	Highest Salary:	Hours/week:
Phone Number: () -	Immediate Supervisor:	
Describe Duties (job title, knowledge, skills, abilities required, employees supervised, accomplishments):		
<hr/>		
Reason for Leaving:		
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Employer:	Type of Business:	
Address:	City/State/ZIP:	
Dates: (/ /) To (/ /)	Highest Salary:	Hours/week:
Phone Number: () -	Immediate Supervisor:	
Describe Duties (job title, knowledge, skills, abilities required, employees supervised, accomplishments):		
<hr/>		
Reason for Leaving:		
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Employer:	Type of Business:	
Address:	City/State/ZIP:	
Dates: (/ /) To (/ /)	Highest Salary:	Hours/week:
Phone Number: () -	Immediate Supervisor:	
Describe Duties (job title, knowledge, skills, abilities required, employees supervised, accomplishments):		
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Reason for Leaving:		
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SECTION 6: GENERAL INFORMATION

Use this area to list any additional information.

North Dakota law prohibits smoking of tobacco products and use of electronic smoking devices in the workplace, in public vehicles, and in certain areas outside public buildings and structures.

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other County practices, shall serve to create an actual or implied contract of employment or to confer any right to remain an employee of the County, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and the relationship cannot be altered except by a written instrument signed by the County Commissioners. Both the undersigned and the County may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the County may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. **I understand that misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice.** I authorize the investigation of all matters contained in this application and hereby give the County permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the County from any liability as a result of such contact.

The Fair Credit Reporting Act requires us to advise you that, in connection with our routine processing of your employment application, we may request from a consumer reporting agency an investigative consumer report including information as to your character, general reputation, personal characteristics, mode of living and criminal background. Upon written request from you, we will provide you with additional information concerning the nature and scope of any report requested by us.

I further understand that my employment with the County is at-will, and that at any time during employment my employment relationship with the County is terminable for any reason by either party. **I also understand that if I am selected for hire, I must successfully pass pre-employment checks prior to beginning employment which may include drug and alcohol screening, and motor vehicle record verification.**

I attest that all information and statements I have provided in this application are true and complete.

Applicant (signature)

Date

All information provided is subject to the North Dakota Open Records Law

Equal Opportunity Employer

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