# EAST CENTRAL CENTER FOR EXCEPTIONAL CHILDREN

**Member Schools:**

**Carrington New Rockford-Sheyenne Fessenden-Bowdon**

**Oberon Kensal Pingree-Buchanan**

**Denise Brandvold, EdS. Samantha Pfeiffer**

**Director Business Manager**

**16 South 8th Street 16 South 8th Street**

**New Rockford, ND 58356-1520 New Rockford, ND 58356-1520**

**701-947-5015 (Office) 701-947-5110 (Fax) 701-947-5015 (Office) 701-947-5110 (Fax)**

[**denise.brandvold@k12.nd.us**](mailto:denise.brandvold@k12.nd.us) **samantha.pfeiffer@k12.nd.us**

### APPLICATION FOR EMPLOYMENT

|  |
| --- |
| We consider applicants for all positions without regard to race, color, national origin, gender or disability. |

(PLEASE PRINT OR TYPE)

|  |
| --- |
| Position(s) Applied For Date of Application |
| Last Name First Name Middle Name |
| Address: |
| City: State: Zip: |
| Telephone Number(s): |
| Email address: |

Best Time to Contact you at home is a.m. p.m.

Have you ever filed an application with us before? Yes  No

If yes, give a date: 

Have you ever been employed with us before? Yes  No

# If yes, give a date:

Are you currently employed? Yes  No

May we contact your present employer? Yes  No

Supervisor’s Name and Phone Number: 

# Are you prevented from lawfully becoming employed in this

country because of Visa or Immigration Status? Yes  No

(Proof of citizenship or immigration status will be required upon employment)

Do you qualify for Veteran’s Preference? Yes  No

(If yes, please provide a copy of your certificate.)

Have you ever been convicted of a felony or been listed on a

sexual offender’s list? Yes  No

Do you have any pending criminal charges against you? Yes  No

Date available for work: Click here to enter a date.

##### EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | Name and Address  of School | Course of Study | Year  Completed | Diploma or  Degree Received |
| High School |  |  |  |  |
| Undergraduate/  Technical School |  |  |  |  |
| Graduate/ Professional |  |  |  |  |
| Other  (Specify) |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| Employer | Dates Employed  From/ To | Work Performed |
| Address |
| Telephone Number(s) | Hourly Rates/ Salary  Starting | Final |
| Starting/Present Job Title |
| Supervisor | |
| Reason for Leaving | | May we Contact? Yes No |

|  |  |  |
| --- | --- | --- |
| Employer | Dates Employed  From/ To | Work Performed |
| Address |
| Telephone Number(s) | Hourly Rates/ Salary  Starting | Final |
| Starting/Present Job Title |
| Supervisor | |
| Reason for Leaving | | May we Contact? Yes No |

|  |  |  |
| --- | --- | --- |
| Employer | Dates Employed  From/ To | Work Performed |
| Address |
| Telephone Number(s) | Hourly Rates/ Salary  Starting | Final |
| Starting/Present Job Title |
| Supervisor | |
| Reason for Leaving | | May we Contact? Yes No |

Comments: Include explanation of any gaps in employment.



Describe any specialized training, apprenticeship, job related skills, military training, professional, trade, or business activities.



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



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| Note to Applicants: 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 a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.  Yes No |

**Personal /Professional References**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Phone Number | Best Time to Call | Occupation |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**Applicant’s Statement**

|  |
| --- |
| I certify that answers given herein are true and complete.  I agree to a background check to be completed by the North Dakota  Bureau of Criminal Investigation if I am offered this job. Yes  No  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 time 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 law, any employment relationship with this organization is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by a written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive 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 understand, also, that I am required to abide by all rules and regulations of the employer. |

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Signature of Applicant Date