

APPLICATION FOR EMPLOYMENT

NORTH BORDER SCHOOL DISTRICT #100
PO Box 558, Walhalla, ND 58282

(701) 549-3751 Phone
(701) 549-3753 Fax

PERSONAL:

Name _____ Date _____

Home Address _____

Phone – Home: _____ Work: _____ Cell: _____

Position for which applying: _____

EDUCATIONAL PREPARATION:

Institution	Major/Minor	Degree	Graduation Date
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

WORK EXPERIENCE:

Name & Address	Position	Dates (From-To)	Reason for Leaving
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATION:

Name/Location	Dates (From-To)	Other
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AWARDS AND RECOGNITIONS:

REFERENCES:

Name	Title/Profession	Current Address	Phone

GENERAL INFORMATION:

Are you legally eligible for employment in the United States? Yes ____ No ____

Can you perform all the essential functions of the position(s) for which you are applying? Yes ____ No ____

If not, could you perform all the essential functions with reasonable accommodations? Yes ____ No ____
How? _____

Have you been convicted of a felony within the last 5 years, or do you have any criminal charges pending? Yes ____ No ____

If yes, answer the following: State where charged: _____ County where charged: _____
Charge was in: Federal Court ____ State Court ____ Explain the circumstances: _____

Conviction of a crime is not an automatic bar of employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

AUTHORIZATION:

I certify that all facts contained in this application are true and complete to the best of my knowledge and understand and agree that any misstatement will be grounds for disqualification or dismissal from employment by North Border School District #100.

I authorize and request any present or former employer, educational institution, law enforcement agency, financial institution, or other persons having knowledge about me to furnish the North Border School District #100 and its agents with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability and hold harmless all persons and corporations supplying this information to the North Border School District #100 and its agents. A photocopy or telephonic facsimile (FAX) of this authorization is as effective as the original.

I understand that by providing information on this application that there is no contractual or implied agreement between myself and the North Border School District #100.

Applicant Signature

Date

1. Please complete this form as completely as possible and forward to the address at the top of the form.
2. You are invited to submit other data that you deem important pertaining to your background.
3. If applying for a teaching position, college transcripts should be forwarded to the same address along with a copy of your North Dakota teaching credentials.

The North Border School District #100 does not discriminate on the basis of race, color, national origin, sex, handicap, disability, or age in its educational programs/activities and employment policies/practices.