



Employment Application

As an Equal Employment Opportunity/Affirmative Action Employer, Lake Region State College encourages applications from minorities, women, Vietnam Era and disabled veterans, and persons with disabilities, and pledges not to discriminate with respect to race color, national origin, age, religion, sex, sexual orientation, marital status or disability as specified in federal regulations, North Dakota state law, and Lake Region State College policy. Lake Region State College complies with the Drug- Free Workplace Act. LRSC is in compliance with the Campus Security Act. The institution's annual campus security report in its entirety is at <http://ope.ed.gov/security/search.asp>

First Name		Middle Name	Last Name	
Street Address		City	State	Zip
Home Telephone	Business Phone	Cell Phone	Email Address	

**Please complete all sections of this application**

A resume may be included to supplement your application. Do not substitute your resume for the information requested on the application.

Have you been a student of the North Dakota University System or an employee of the State of North Dakota? Yes  No   
 If yes, please indicate, below, the institution/agency, your student or employee id number and former name(s) if your name has changed.

Higher Education Institution or State Agency	Empl ID #	Former Name(s)
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Position you are applying for: \_\_\_\_\_ What date would you be available to work? \_\_\_\_\_  
 How did you hear about this position? \_\_\_\_\_

Can you provide proof, if hired, that you are eligible to work in the United States?  Yes  No  
 Are you at least 18 years of age?  Yes  No  
 Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No

If yes, please explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements)

***Veteran's Preference***

\*\*This does not apply to Presidents, Vice Presidents, Assistant to the President and Instructors of board institution\*\*

Do you claim Veteran's Preference?  No  Yes – Must Attach DD214, Report of Separation  
 Do you claim Disabled Veteran's Preference?  No  Yes – Must attach DD214, Report of Separation and a letter less than one-year old from the Veteran's Administration indicating disability

Veteran Eligibility: 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 service medal during an emergency condition, and must have been released under other than dishonorable conditions. See N.D.C.C. 37-19.1

Please complete both sides of application.

**EDUCATIONAL BACKGROUND** (Please begin with highest level of education)

University/College/High School	Location (City and State)	From Mo./Yr.	To Mo./Yr.	Major Area(s)	Degree/Diploma

**EMPLOYMENT HISTORY** (Please begin with most-recent position.)

Name of Employer/Organization	Dates of Employment		Supervisor	Title/ Position held	Full-time (F) Part-time (P)	Salary or Rate of Pay
	From	To				

**PROFESSIONAL LICENSES OR CERTIFICATIONS** (Registered, Licensed, Certified)

Type	State Issued	Date	Number

**REFERENCES**

Full Name	Address	Telephone

I certify that all information contained in this application and any attachments are true and complete to the best of my knowledge. I understand that any material misrepresentation, false statement, or omission by me in the application or interview process will be 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 Lake Region State College 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 any oral or written statements to the contrary are hereby expressly disavowed. I hereby acknowledge that if offered a position at Lake Region State College, my appointment will include a probationary period. I understand that this application and all application materials are open records as defined in North Dakota Century Code 44-04-18.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_