





**Employment record – (continued):**

Firm name/Address: \_\_\_\_\_

Position title: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ No. hours/week: \_\_\_\_\_

Supervisor's name/title: \_\_\_\_\_ Phone no: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Describe duties** (be specific):

**I prefer that my references be checked** (circle one):      Anytime                      Only after becoming a finalist

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Firm name/Address: \_\_\_\_\_

Position title: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ No. hours/week: \_\_\_\_\_

Supervisor's name/title: \_\_\_\_\_ Phone no: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Describe duties** (be specific):

**I prefer that my references be checked** (circle one):      Anytime                      Only after becoming a finalist

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Firm name/Address: \_\_\_\_\_

Position title: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_ No. hours/week: \_\_\_\_\_

Supervisor's name/title: \_\_\_\_\_ Phone no: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Describe duties** (be specific):

**I prefer that my references be checked** (circle one):      Anytime                      Only after becoming a finalist

# Employment Application

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The facts set forth in my application, resume and other materials submitted for my application file are true and complete. I authorize NDSU Research Foundation to verify my employment and educational background and other information stated in my application file by contacting relevant employers, educational institutions and others. I also authorize my employers, educational institutions and others to release such information including educational records, to NDSU Research Foundation.

I understand that:

- Making an omission of a material fact or a false statement in these application materials may be sufficient cause for denying me consideration for employment or for dismissal after employment.
- This application and all application materials are open records as defined in North Dakota Century Code 44-04-18.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## North Dakota Veteran's preference (NDCC 37-19.1)

**Veteran eligibility:** You must be a current North Dakota resident who served in the active military forces during a period of war or who received the Armed Forces Expeditionary or other campaign service medal during an emergency condition as established in the North Dakota Century Code 37-01-40. In addition, you must have been discharged or released therefrom under other than dishonorable conditions. Applications claiming veteran's preference **must attach a copy of Report of Separation DD214**. Disabled veterans must also include a letter less than one year old from the Veteran's Administration indicating such disability.

Complete only if you wish to claim veteran's preference: (Circle one)

- Are you a North Dakota resident? Yes No
- Do you claim North Dakota veteran's preference? Yes No  
If yes, list exact dates of service: \_\_\_\_\_
- Do you claim North Dakota disabled veteran's preference? Yes (see Veteran eligibility above) No

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## **Please send cover letter, current resume, completed application and references to:**

Via e-mail (preferred): [dzetocha@ndsulf.org](mailto:dzetocha@ndsulf.org)

Via postal mail: 1735 NDSU Research Park Drive, Dept. 4400, PO Box 6050, Fargo, ND 58108-6050

Via facsimile: 701-231-6661