



**Minot State**  
**UNIVERSITY**

**Application for Employment**  
for all regular staff positions

500 University Avenue West  
Minot, North Dakota 58707  
1-800-777-0750  
[www.minotstateu.edu](http://www.minotstateu.edu)

**EQUAL OPPORTUNITY INSTITUTION**

*Updated: 9/2015*

# Minot State University Employment Application

(If accommodation or assistance is needed during the application or interview process, please call (701) 858-4610.)

- Minot State University is committed to equal employment opportunity in compliance with all applicable federal and state laws. MSU encourages applications from minorities, women, Vietnam Era and disabled veterans, and disabled persons and pledges not to discriminate with respect to race, color, national origin, age, religion, gender, or disability.
- Applications are accepted only for open positions. We do not keep applications on file. **AN APPLICANT MUST SUBMIT AN APPLICATION FOR EACH POSITION VACANCY.**
- Please complete all sections of the application. A resume may be included with your application, but cannot be used in place of an employment application.

Minot State University  
Office of Human Resources  
500 University Ave West  
Minot, ND 58707  
Phone: (701) 858-4610  
Fax: (701) 858-3686  
ND Relay: 1-800-366-6888

**POSITION APPLYING FOR:**

|                 |             |             |
|-----------------|-------------|-------------|
| Position Title: | Position #: | Department: |
|-----------------|-------------|-------------|

**PERSONAL INFORMATION:**

|                            |          |                               |
|----------------------------|----------|-------------------------------|
| Name (First, Middle, Last) | Email:   | Telephone No.                 |
| Mailing Address            | City     | State                         |
|                            | Zip Code | Date available for employment |

**PREVIOUS STATE EMPLOYMENT:**

Have you ever been a student at a public institution of Higher Education in North Dakota?  Yes  No. If yes, what institution \_\_\_\_\_ and what is/was your Employee ID (EmplID) or NAID? \_\_\_\_\_.

Have you ever been employed by a public institution of Higher Education in North Dakota or by any State Agency within North Dakota?  Yes  No. If yes, what institution or agency \_\_\_\_\_ and what is/was your Employee ID (EmplID) or NAID? \_\_\_\_\_.

**VETERAN'S PREFERENCE (NDCC 37-19.1)/COMPLETE ONLY IF YOU WISH TO CLAIM VETERAN'S PREFERENCE:**

**VETERAN ELIGIBILITY:** You must be a North Dakota resident and have served in the active military forces during a period of war as established in the North Dakota Century Code 37-01-40, or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released therefrom under other than dishonorable conditions. Applicants claiming veteran's preference must attach a copy of REPORT OF SEPARATION DD-214. Disabled veterans must also include a letter less than one year old from the Department of Veteran's Affairs indicating such disability.

DO YOU CLAIM VETERAN'S PREFERENCE?  NO  YES: if yes, Attach Report of Separation DD-214 and list dates of service:

DO YOU CLAIM DISABLED VETERAN'S PREFERENCE?  NO  YES: if yes, Attach Current VA Disability Certification and Report of Separation DD-214

**EDUCATION AND/OR TRAINING:**

Did you receive a high school diploma or GED?  NO  YES: If yes, name and address of school:

|   |              |                                 |         |
|---|--------------|---------------------------------|---------|
| Vocational/Technical School name and address: | Major/Minor: | Circle Highest Grade completed: | Degree: |
|   |              | 1      2      3      4          |         |
| College name and address:                     | Major/Minor: | Circle Highest Grade completed: | Degree: |
|   |              | 1      2      3      4          |         |
| Graduate School name and address:             | Major/Minor: | Circle Highest Grade completed: | Degree: |
|   |              | 1      2      3      4          |         |

Provide information on Education/training and professional achievements not covered above:

**EDUCATION AND/OR TRAINING (con't.):**

Computer hardware and software skills:

From the list below indicate your competency level with the following software: (E = expert, C = competent, F = Familiar, N = Unfamiliar; circle one)

Word Processing (ex, MS-Word, WordPerfect, etc.).....E C F N      Spreadsheets (ex, Excel, Lotus 123, etc.)..... E C F N  
 Database (ex, Access, etc.) .....E C F N      Web Design ..... E C F N

List special skills or knowledge relevant to this position:

**EMPLOYMENT HISTORY: Be specific, complete and accurate. This information may be used to determine if your application will be accepted. Start with your present or most recent job. Include armed forces service, any self-employment and volunteer work. If you need additional space, attach separate sheets using this same format.**

|  |  |
|--|--|
| Employer   | Describe your specific duties, responsibilities, supervision, etc.                                       |
| Kind of Business   |  |
| City and State   |  |
| Position Title   |  |
| Name and title of your immediate supervisor  |  |
| <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time      Hours worked per week _____ |  |
| From (Month and Year)      To (Month and Year)   |  |
| Reason for leaving   |  |
|  | If still employed, may we contact your employer <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Employer   | Describe your specific duties, responsibilities, supervision, etc.                                       |
| Kind of Business   |  |
| City and State   |  |
| Position Title   |  |
| Name and title of your immediate supervisor  |  |
| <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time      Hours worked per week _____ |  |
| From (Month and Year)      To (Month and Year)   |  |
| Reason for leaving   |  |
| Employer   | Describe your specific duties, responsibilities, supervision, etc.                                       |
| Kind of Business   |  |
| City and State   |  |
| Position Title   |  |
| Name and title of your immediate supervisor  |  |
| <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time      Hours worked per week _____ |  |
| From (Month and Year)      To (Month and Year)   |  |
| Reason for leaving   |  |

Please provide any additional information about your education, work experience, skills and accomplishments that may more fully describe your qualifications and capabilities as they apply to the position for which you are applying.

Your answer to the following question will not render you ineligible for further consideration.

Are you eligible for employment in the U.S.?  Yes  No.

**CERTIFICATION: PLEASE READ BEFORE SIGNING**

I hereby certify that this application contains no willful misrepresentation or falsification and that the information given by me is true and complete to the best of my knowledge and belief. I understand that any false statements or misleading omissions by me in connection with my application, or in responding to requests for information, can be sufficient grounds for my rejection as a candidate for employment or for my immediate dismissal after employment. I authorize MSU to verify my employment, educational background and other information supplied in my application file. This application and all associated materials are open records in accordance with North Dakota Century Code 44-04-18.

Signature \_\_\_\_\_ Date \_\_\_\_\_

How did you hear about this position?

A friend/co-worker

Newspaper: \_\_\_\_\_

Website:  MSU  JSND  State HR  Other: \_\_\_\_\_

Bulletin Board on Campus

Job Service ND (other than website)

Other: \_\_\_\_\_

MINOT STATE UNIVERSITY IS A TOBACCO FREE CAMPUS 



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