



7500 University Drive, Bismarck, ND 58504-9652 (701) 255-7500

Position(s) applying for:	Wage Desired: \$ _____	Date Available: _____
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Where did you hear about this opening (website, newspaper, other internet site, etc. – please be specific)?

General Information

Name (Last, First, Middle Initial) –Please Print	Work Telephone No.
Address (Street address, City, State, Zip Code)	Home/Cell Telephone No.

Do you want to work? Full Time Part Time

Are you at least 18 years of age? Yes No

Have you worked for the University of Mary before? Yes No

If yes, when? _____

Can you provide proof, if hired, that you are eligible to work in the U.S.? Yes No

Are you currently named as a defendant in a criminal proceeding for mistreatment, neglect, or abuse of any person or a misappropriation of property? Yes No

Have you ever been convicted of a felony or misdemeanor for mistreatment, neglect or abuse of any person, or a misappropriation of property? Yes No

If yes, please explain: _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

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

EDUCATION AND/OR TRAINING

SCHOOL	NAME	LOCATION	GRADUATE YES/NO	COURSE OR MAJOR
HIGH SCHOOL			XXXX	XXXX
COLLEGE				
OTHER (SPECIFY)				

LIST THREE WORK RELATED REFERENCES WHO ARE NOT RELATIVES

NAME	ADDRESS	BUSINESS RELATIONSHIP	PHONE

EMPLOYMENT EXPERIENCE – START WITH YOUR PRESENT OR LAST EMPLOYER

Current Employer: _____ Phone Number: _____
Address: _____ Supervisor: _____
Dates: From (Mo. & Yr.) _____ To (Mo. & Yr.) _____ Wage (Start – End): _____
Duties: _____
Reason for leaving: _____ May we contact your current employer? _____

Former Employer: _____ Phone Number: _____
Address: _____ Supervisor: _____
Dates: From (Mo. & Yr.) _____ To (Mo. & Yr.) _____ Wage (Start – End): _____
Duties: _____
Reason for leaving: _____

Former Employer: _____ Phone Number: _____
Address: _____ Supervisor: _____
Dates: From (Mo. & Yr.) _____ To (Mo. & Yr.) _____ Wage (Start – End): _____
Duties: _____
Reason for leaving: _____

Former Employer: _____ Phone Number: _____
Address: _____ Supervisor: _____
Dates: From (Mo. & Yr.) _____ To (Mo. & Yr.) _____ Wage (Start – End): _____
Duties: _____
Reason for leaving: _____

University of Mary complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This information is updated annually and is available on the University of Mary website: <http://www.umary.edu/student-life/campus-safety-security/index.php>.

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 am aware that should investigation at any time disclose any such misrepresentation or falsification, my application will be rejected and I may be removed from the job after appointment. I understand that this employment application and other employment related documents I may have been furnished are not contracts of employment; also, that any oral or written statements to the contrary are hereby expressly disavowed. The employer has my authorization to thoroughly investigate my work, criminal, and personal history which is job-related. I certify that I will hold no persons, corporation or organization liable for giving or receiving information in this investigation. I further understand that if I am employed, such employment is for an indefinite period of time, that either I or the University of Mary can terminate such employment at any time, and that the University of Mary can change wages, benefits, and conditions at any time.

Applicant's Signature

Date

RELEASE: Having made application for employment with the University of Mary and desiring them to be informed as to my previous record and character, I hereby authorize University of Mary to investigate my past record and to ascertain any and all information which may concern my record or character, whether same is of record or not, and release my present and past employers, references, and all persons whomsoever from any damage because of furnishing said information.

Applicant's Signature

Date

Thank you for completing this application form and for your interest in employment with the University of Mary. We assure you that your opportunity for employment will be based on your merit, employment history, and academic background, and willingness to support the University's mission. The University of Mary does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status or public assistance, in accordance with applicable laws. The university will not tolerate any discrimination, and any such conduct is prohibited. The university also prohibits any form of discipline or retaliation for reporting incidents of discrimination.