



Nueta Hidatsa Sahnish College

Employment Application

Your Contact Information

Name _____ **Application Date** _____
Last First M.I.

Address _____
Street City State Zip

Phone _____ **Best time to call** _____

Alt. Phone _____

E-Mail _____

Position Sought, Prior Applications, Work Eligibility

Position(s) applying for? _____

Expected salary/wage? _____ **Anticipated start date?** _____

Applied for position(s) at FBCC in past 3 yrs.? Yes No **If so, what position(s) and when?** _____

How did you hear of this Position? _____
[If Employee, Relative or "Other", please identify]

Are you legally eligible for employment in the U.S., without sponsorship? Yes No **Social Security No.** _____
[Proof of U.S. Citizenship or Immigration Status will be required upon employment.]

Valid Driver's License? Yes No **Are you over age 18?** Yes No

Ever Convicted of a Felony? [If yes, explain fully on separate sheet] Yes No **Will you travel if required?** Yes No

Education & Training

High School _____ **Dates attended** _____
City, State _____ **Graduate?** Yes No GED

GPA, Awards, Activities _____

College/Vocational _____ **Dates attended** _____
City, State _____ **Graduate?** Yes No Degree _____

GPA, Awards, Activities _____

Graduate School _____ **Dates attended** _____
City, State _____ **Graduate?** Yes No Degree _____

GPA, Awards, Activities _____

Education & Training [cont.]

Other/Additional _____ Dates attended _____

City, State _____ Graduate? Yes No Degree _____

GPA, Awards, Activities _____

Summarize other skills, training, _____
 certifications or publications _____
 relating to the Position sought _____

Computer Proficiency Word Excel PowerPoint Jenzabar Other: _____

Employment History [Please list your last four (4) employers, assignments or volunteer activities, starting with most recent, including military service. Explain gaps in Comments section below.]

Employer Name _____ Dates employed _____

Last Position Held _____ Reason left _____

Duties & Responsibilities _____

Supervisor _____ Phone _____ Yes No

Employer Name _____ Dates employed _____

Last Position Held _____ Reason left _____

Duties & Responsibilities _____

Supervisor _____ Phone _____ Yes No

Employer Name _____ Dates employed _____

Last Position Held _____ Reason left _____

Duties & Responsibilities _____

Supervisor _____ Phone _____ Yes No

Employer Name _____ Dates employed _____

Last Position Held _____ Reason left _____

Duties & Responsibilities _____

Supervisor _____ Phone _____ Yes No

Comments [explain employment gaps, _____
 or provide information you believe _____
 relevant to the Position sought] _____

Acknowledgement & Release

By signing and dating this Application, I understand and agree that the information provided herein is true, accurate and complete, and any misrepresentation or false statement will result in the cancellation of this Application, and the termination of my employment, if hired.

I also hereby authorize Fort Berthold Community College, or its agent(s), to verify the information herein, contact my references, educational institutions and/or any previously designated employer(s); and I hereby release Fort Berthold Community College, and its representative(s) and agent(s), from any liability arising from any information provided or used in any employment decision. I also hereby release any individual or organization providing any information to Fort Berthold Community College as part of this Application or my employment, if hired.

I also agree that should I be hired by Fort Berthold Community College, I will adhere to its policies, procedures, work rules and regulations; and that nothing stated or implied during my interview, or discussions thereafter, modifies those policies, procedures, work rules or regulations. Unless I am offered a written contract of employment, I understand that my employment shall be for an indefinite duration, and may be terminated at any time, at the will of either me or Fort Berthold Community College.

Signature of Applicant: _____ Date: _____

Additional Application Materials Required

In addition to this completed, signed Application, Fort Berthold Community College requires the following as part of the employment application process:

- Cover Letter correlating job specifications to your experience
- Resume
- Three (3) Letters of Reference
- Copies of Transcripts and/or Certificates
- Copy of Statement of Native American Blood, if seeking Native American Preference
- Copy of DD Form 214, if seeking Veteran's preference

Please mail original signed Application and other required documents, or e-mail scanned .pdf copies, to:

Human Resources Department
Fort Berthold Community College
P.O. Box 490
New Town, ND 58763-0490

Phone: (701) 627-4738, Ext. 216
E-Mail: jlewis@fortbertholdcc.edu

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