



# 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) Yes No If so, what position(s) \_\_\_\_\_  
 at NHSC in past 3 yrs.? and when? \_\_\_\_\_  
 How did you hear of this Position? \_\_\_\_\_  
 [If Employee, Relative or "Other", please identify] \_\_\_\_\_  
 Are you legally eligible for employment Social Security No. \_\_\_\_\_  
 in the U.S., without sponsorship? Yes 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, Yes No Will you travel if required? Yes No  
 explain fully on separate sheet]

### 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 Nueta Hidatsa Sahnish 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 Nueta Hidatsa Sahnish 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 Nueta Hidatsa Sahnish College as part of this Application or my employment, if hired.

I also agree that should I be hired by Nueta Hidatsa Sahnish 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 Nueta Hidatsa Sahnish College.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Additional Application Materials Required**

In addition to this completed, signed Application, Nueta Hidatsa Sahnish 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  
Nueta Hidatsa Sahnish College  
P.O. Box 490  
New Town, ND 58763-0490

Phone: (701) 627-8016

E-Mail: [humanresources@nhsc.edu](mailto:humanresources@nhsc.edu)

*Nueta Hidatsa Sahnish College is a member of the American Indian Higher Education Consortium ("AIHEC"); it is an Equal Opportunity and Affirmative Action Employer, recognizing lawful preferences for Native Americans and Veterans; and it does not discriminate in its educational programs, activities or employment on the basis of race, color, sex, national origin, ethnicity, age, religion, disability, veteran's status, or any other protected classification.*