

# EMPLOYMENT APPLICATION

*Please print clearly using black or blue ink.*

Application must be complete in all areas to be considered for employment.



Human Resources  
704 1st Avenue North  
PO Box 2338  
Fargo, ND 58108  
www.plainsart.org

Application date \_\_\_\_\_ (This application will remain active for 30 days)

Position applying for: \_\_\_\_\_

## PERSONAL INFORMATION

Name \_\_\_\_\_ Primary Telephone (\_\_\_\_) \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Secondary Telephone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Other Telephone (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

## POSITION INTERESTS

### Work Location

- ☐ Big Top Bingo ☐ Casino  
☐ Side Show Cafe ☐ Other  
☐ Museum

### Referral Source - Please Identify

- 1) Print Advertisement: \_\_\_\_\_  
2) Website Referral: \_\_\_\_\_  
3) Radio Ad: \_\_\_\_\_  
4) Other: \_\_\_\_\_

Date available \_\_\_\_\_

Hours desired per week: ☐ 10-15 Hours ☐ 15-25 Hours ☐ 25-30 Hours ☐ 30-35 Hours ☐ 35-40 Hours

Number of shifts desired per week \_\_\_\_\_

Place X in boxes for time(s) you **CANNOT** work.

	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
Mornings: 8:00 AM to 11:00 AM							
Afternoons: 11:00 AM to 5:00 PM							
Evenings: 5:00 PM to 2:00 AM							

\* Times may vary depending on site location

## REFERENCES

Please list three (3) references who have knowledge of your qualifications, skills, and abilities to perform in the position you are applying for. Exclude former employers and family members.

<u>Name</u>	<u>City &amp; State</u>	<u>Daytime Telephone</u>	<u>Relationship</u>	<u>Years Known</u>
_____	_____	(____) _____	_____	_____
_____	_____	(____) _____	_____	_____
_____	_____	(____) _____	_____	_____

## EMPLOYMENT HISTORY

Explain any gaps in work history \_\_\_\_\_

Have you ever been discharged or asked to resign from a job? ☐ Yes ☐ No (If yes, please explain)

***Resumes do not replace the information requested. Application must be completed in its entirety.  
Begin with your most recent or present employer and list all work experience in order.***

• Your full name while with this employer \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Supervisor \_\_\_\_\_ May we contact? ☐ Yes ☐ No

Reason For Leaving \_\_\_\_\_

Work Performed \_\_\_\_\_

Dates Employed

From \_\_\_\_\_  
Mo. Yr.

To \_\_\_\_\_

Ending Pay Rate

\$ \_\_\_\_\_

• Your full name while with this employer \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Supervisor \_\_\_\_\_ May we contact? ☐ Yes ☐ No

Reason For Leaving \_\_\_\_\_

Work Performed \_\_\_\_\_

Dates Employed

From \_\_\_\_\_  
Mo. Yr.

To \_\_\_\_\_

Ending Pay Rate

\$ \_\_\_\_\_

• Your full name while with this employer \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Supervisor \_\_\_\_\_ May we contact? ☐ Yes ☐ No

Reason For Leaving \_\_\_\_\_

Work Performed \_\_\_\_\_

Dates Employed

From \_\_\_\_\_  
Mo. Yr.

To \_\_\_\_\_

Ending Pay Rate

\$ \_\_\_\_\_

• Your full name while with this employer \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Supervisor \_\_\_\_\_ May we contact? ☐ Yes ☐ No

Reason For Leaving \_\_\_\_\_

Work Performed \_\_\_\_\_

Dates Employed

From \_\_\_\_\_  
Mo. Yr.

To \_\_\_\_\_

Ending Pay Rate

\$ \_\_\_\_\_

## EDUCATION

	<u>Name and Location of School</u>	<u>Circle Last Year Completed</u>	<u>Did You Graduate?</u>	<u>Course of Study and Degree(s) Received</u>
High School	_____	9 10 11 12	<input type="checkbox"/> Yes	_____
	_____		<input type="checkbox"/> No	_____
College	_____	1 2 3 4	<input type="checkbox"/> Yes	_____
	_____		<input type="checkbox"/> No	_____
Vocational	_____	1 2 3 4	<input type="checkbox"/> Yes	_____
	_____		<input type="checkbox"/> No	_____
Other	_____	1 2 3 4	<input type="checkbox"/> Yes	_____
	_____		<input type="checkbox"/> No	_____

Please list any additional skills, experiences, honors, awards, special licenses, certifications, community, and volunteer activities you feel may be helpful to us in considering your application.

\_\_\_\_\_

\_\_\_\_\_

## GENERAL INFORMATION

Plains Art Museum is an equal opportunity employer. It is the policy of this organization to recruit, hire, train, and promote employees without discrimination based on race, color, sex, national origin, religion, marital status, disability, age, sexual orientation, or other legally protected status except where such conditions are bona fide occupational requirements.

\_\_\_ Yes \_\_\_ No

Have you ever worked for this organization?

If yes, please state employment dates, title, and reason for leaving.

\_\_\_\_\_

\_\_\_ Yes \_\_\_ No

Are you eligible for employment in the United States?

Proof of citizenship or immigration status will be required if employed.

\_\_\_ Yes \_\_\_ No

Are you under age 21?

If yes, employment is subject to verification of minimum legal age.

\_\_\_ Yes \_\_\_ No

Have you been convicted of a felony in the past seven years?

If yes, give date(s), offense(s), and disposition:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_ Yes \_\_\_ No

Have you been convicted of a class A misdemeanor in the last 3 years?

If yes, give date(s), offense(s), and disposition:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_ Yes \_\_\_ No

Do you have any relatives working at this organization?

If yes, please state name and relationship to you.

\_\_\_\_\_

***Please Read Carefully Before Signing***

**APPLICANT'S CERTIFICATION AND AGREEMENT**

- 1. I authorize the referenced persons and organizations to give Plains Art Museum information concerning my employment history, education, or other information covered by this application.**
- 2. I release all parties from all liability for furnishing information. My permission is given to the Plains Art Museum to request and release this information.**
- 3. I certify that all information provided in this employment application and any accompanying resume is true and complete. I agree that any false or misleading representation or material omission may disqualify me from consideration for employment and may result in discharge, regardless of when discovered.**
- 4. I understand that my employment is conditional, pending the results of a criminal record check. Certain positions must be clear of any felony or class A misdemeanor convictions.**
- 5. I understand that, if I am hired, my employment with Plains Art Museum is on an "At will" basis, which means that either Plains Art Museum or I may terminate my employment relationship at any time with or without cause at any time with or without notice. I further understand that this application and other documents which I may receive are not contracts of employment.**
- 6. I understand that if offered employment, I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment.**
- 7. I further state that, should an employment offer be made to me and accepted, I will fully comply with the policies, rules, and regulations of employment of this organization. I acknowledge that these may be changed, interpreted, withdrawn, or supplemented at any time and without prior notice to me.**
- 8. I certify that I have read and agree with the statements mentioned above.**
- 9. By the effective date of this Act, communicate to all existing employees and to all prospective employees upon their application for employment that smoking is prohibited in that place.**

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

***FOR EMPLOYER USE ONLY***

Applicant Name: \_\_\_\_\_ Date Received in HR: \_\_\_\_\_

Interview Scheduled ☐ No ☐ Yes Date: \_\_\_\_\_ Time: \_\_\_\_\_

Interviewers: \_\_\_\_\_

Comments: \_\_\_\_\_

Job Offered and Accepted ☐ Yes - Date of Hire/Orientation Date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ No – Reason \_\_\_\_\_ Overall qualifications do not correspond as closely to the requirements of the position as do those of the candidates selected.

\_\_\_\_\_ Unsolicited application. No appropriate vacancy currently exists.

\_\_\_\_\_ Other \_\_\_\_\_

# EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

In order to comply with laws that require employers to supply statistics on applicants for employment, Plains Art Museum requests that you provide the information requested below.

Your completion of this form is voluntary and will be separate from your application prior to consideration.

It is the policy of Plains Art Museum to consider all applicants for positions without regard to race, color, religion, sex, national origin, marital status, disability, age, sexual orientation, or other legally protected status.

*(Please print clearly using black or blue ink)*

Position(s) applied for: \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
Street City State Zip Code

Please check one of the following equal employment opportunity identification groups:

**Gender:** ☐ Male ☐ Female

☐ White (not of Hispanic origin)

☐ Black or African American (not of Hispanic origin)

☐ Asian

☐ Multiracial (two or more races)

☐ Hispanic or Latino

☐ Native Hawaiian or Pacific Islander

☐ American Indian/Alaskan Native

Please insert this page into the completed application form before submitting to the Human Resources Office located at Plains Art Museum, 704 1st Ave N, Fargo, ND 58102.

## FOR HUMAN RESOURCES ONLY

Position(s) Applied For Are: ☐ Available ☐ Not Available Hired: ☐ No ☐ Yes

Position Hired For: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

From the EEO job classifications listed below, circle which one best describes the position.

1.1. Executive/Sr.Officials and Managers

4. Sales Workers

8. Service Workers

1.2. First/Mid Officials & Managers

5. Administrative Support

9. Maintenance

2. Professionals

6. Craft Workers (skilled)

3. Technicians

7. Laborers & Helpers (unskilled)

HR Initials: