

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
Fargo, ND 58102
www.plainsart.org

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

Position applying for: _____

PERSONAL INFORMATION

Name _____ Home Telephone (____) _____
Last First Middle

Address _____ Work Telephone (____) _____

City _____ State _____ Zip _____ Cell Phone (____) _____

Email Address _____

POSITION INTERESTS

Work Location

- ☐ Big Top Bingo ☐ General Museum
☐ Blue Wolf Casino ☐ Museum Store
☐ Side Show Cafe ☐ Museum Food Service
(Cafe Musé & Catering Co.)

Referral Source - Please Identify

- 1) Advertisement: _____
2) Employee Referral: _____
3) Other: _____

Date available _____

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

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

	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
Mornings: 8:00 AM to 12:00 PM							
Afternoons: 12:00 PM to 5:00 PM							
Evenings: 5:00 PM to 2:00 AM							

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.

<u>Name</u>	<u>City & 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 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 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

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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

The 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, 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 18?

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

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

I authorize the referenced persons and organizations to give the Plains Art Museum information concerning my employment history, education, or other information covered by this application.

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.

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.

I understand that, if I am hired, my employment with the Plains Art Museum is on an "At will" basis, which means that either the 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.

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.

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.

I certify that I have read and agree with the statements mentioned above.

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 _____