



APPLICATION FOR EMPLOYMENT

TURTLE MOUNTAIN COMMUNITY COLLEGE

PO BOX 340 BELCOURT, NORTH DAKOTA 58316

PHONE (701) 477-7862 FAX (701) 477-7870

----Turtle Mountain Community College provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws, except where specific age, sex or physical requirements are a bona fide occupational qualification or where Indian Preference or Veteran's Preference are appropriately claimed.

----Persons of Indian ancestry who are at least 1/4 degree and wish to claim Indian Preference must submit a statement indicating the degree of Indian blood and agency enrollment.

Turtle Mountain Community College is a drug free workplace and has adopted a Drug and Alcohol policy which is available online at: [http://www.tm.edu/sites/www/Uploads/files/PolicyManualsUpdatedDecember2013Amendments1-13-14\(1\).pdf](http://www.tm.edu/sites/www/Uploads/files/PolicyManualsUpdatedDecember2013Amendments1-13-14(1).pdf)
This plan can be provided in printed copy upon request.

POSITION:

DATE:

NAME

SOCIAL SECURITY NUMBER

ADDRESS

APT. NO.

CITY

STATE

ZIP

PHONE NO.

CELL NO.

REFERRED BY:

☐ FULL TIME

☐ PART TIME

E-MAIL ADDRESS:

Date you can start: _____

Are you willing to work overtime as necessary? YES ☐ NO ☐

Have you ever been employed by us? YES ☐ NO ☐ If yes, when? _____

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied YES ☐ NO ☐

If yes, please explain: _____

Have you ever been convicted of a crime?* YES ☐ NO ☐

If yes, state nature of offense, when, where, and disposition: _____

Do you have the legal right to work and remain in the United States?** YES ☐ NO ☐

* A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

** Federal laws require that employees hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, TMCC will verify status of every individual offered employment with TMCC. In this connection, all offers of employment are subject to verification of the applicant identity and employment authorization, and will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

TURTLE MOUNTAIN COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

State name(s) of any relative(s) in our employment and your relationship to them:

EDUCATION

SCHOOL		
ADDRESS OF SCHOOL, CITY, STATE		
COURSES OF STUDY		
NUMBER OF YEARS COMPLETED	DID YOU GRADUATE	DIPLOMA OR DEGREE RECEIVED

SCHOOL		
ADDRESS OF SCHOOL, CITY, STATE		
COURSES OF STUDY		
NUMBER OF YEARS COMPLETED	DID YOU GRADUATE	DIPLOMA OR DEGREE RECEIVED

SCHOOL		
ADDRESS OF SCHOOL, CITY, STATE		
COURSES OF STUDY		
NUMBER OF YEARS COMPLETED	DID YOU GRADUATE	DIPLOMA OR DEGREE RECEIVED

WORK HISTORY
(List in order, last or current employer first. Account for any gaps in your employment.)

EMPLOYER NAME		POSITION TITLE	
EMPLOYER ADDRESS, CITY, STATE			
TELEPHONE NUMBER OF EMPLOYER	DATES EMPLOYED	MAY WE CONTACT Yes No	
SUPERVISOR'S NAME/TITLE	REASON FOR LEAVING		
DESCRIBE IN DETAIL THE WORK YOU PERFORMED (If you need more room to complete your prior work history, use additional sheets of paper)			

EMPLOYER NAME		POSITION TITLE	
EMPLOYER ADDRESS, CITY, STATE			
TELEPHONE NUMBER OF EMPLOYER	DATES EMPLOYED	MAY WE CONTACT Yes No	
SUPERVISOR'S NAME/TITLE	REASON FOR LEAVING		
DESCRIBE IN DETAIL THE WORK YOU PERFORMED (If you need more room to complete your prior work history, use additional sheets of paper)			

WORK HISTORY (continued)

EMPLOYER NAME		POSITION TITLE
EMPLOYER ADDRESS, CITY, STATE		
TELEPHONE NUMBER OF EMPLOYER	DATES EMPLOYED	MAY WE CONTACT Yes NO
SUPERVISOR'S NAME/TITLE	REASON FOR LEAVING	
DESCRIBE IN DETAIL THE WORK YOU PERFORMED (If you need more room to complete your prior work history, use additional sheets of paper)		
COMMENTS: (Include explanation of any gaps in employment.)		

MILITARY SERVICE RECORD

Have you ever served in the United States Armed Forces?

YES ☐

NO ☐

List duties in the Service, including special training that is relevant to the position for which you have applied.

SKILLS (Summarize job-related skills and qualifications or certifications.)

Computer Programs: _____

Other Office Equipment: _____

Are there any other experiences, skills, or abilities you feel may be helpful to us in considering your application?

REFERENCES (Excluding relatives) List two work-related references and one personal reference

NAME	OCCUPATION	
ADDRESS		
DATES KNOWN:		TELEPHONE
NAME	OCCUPATION	
ADDRESS		
DATES KNOWN:		TELEPHONE
NAME	OCCUPATION	
ADDRESS		
DATES KNOWN:		TELEPHONE

I understand that:

- 1. I hereby give Turtle Mountain Community College the right to investigate my past employment, education and activities. I release from all liability all persons, companies and corporations who supply such information. I indemnify Turtle Mountain Community College against liability that might result from such an investigation. I understand that any false answer or statements or implications I might make in this application or in any other required document shall be considered sufficient cause to deny employment or for discharge if already employed.***

- 2. I also understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between Turtle Mountain Community College and myself for employment or for any benefit. I have received no promise regarding employment and I understand that no such guarantee is binding on Turtle Mountain Community College. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Turtle Mountain Community College has similar rights.***

- 3. I understand that any offer of employment that I receive from TMCC is contingent upon my successful completion of the college's total pre-employment screening process, including TMCC receiving references that it considers satisfactory.***

Signature _____

Date _____