

# Application for Employment

Barnes County Highway Department  
1525 12th St. NW, Valley City, ND 58072  
(701) 845-8508

Upon completion, download PDF and email to [jsmith@barnescounty.us](mailto:jsmith@barnescounty.us) with APPLICATION as the subject or mail to the Barnes County Highway Department ATTN: Jamie Smith, County Road Superintendent at P.O. Box 306 Valley City, ND 58072.

Position(s) applying for: \_\_\_\_\_

## General Information

Name (Last, First, Middle Initial)	Work Telephone Number	Home Telephone Number		Cell Phone Number
Mailing Address	City	State	Zip Code	Email Address

Have you ever been convicted of a crime other than a minor traffic violation? \_\_\_ Yes \_\_\_ No

If yes, please explain: \_\_\_\_\_

Can you provide proof, if hired, that you are eligible to work in the United States? \_\_\_ Yes \_\_\_ No

## Education and/or Training

Did you graduate from High School or receive a GED? \_\_\_ Yes \_\_\_ No

Name of school	Course of study	Degree

If the position you are applying for involves the operation of a motor vehicle, please provide the following information:

a.) Have you received any moving violations in the last three years? \_\_\_ Yes \_\_\_ No

If yes, please explain: \_\_\_\_\_

b.) Please indicate valid driver's license held: \_\_\_ A \_\_\_ B \_\_\_ C \_\_\_ D \_\_\_ M

d.) Endorsements? \_\_\_ H \_\_\_ N \_\_\_ T \_\_\_ P

Are you capable of performing, with or without reasonable accommodations, the essential functions of the job for which you are applying? \_\_\_ Yes \_\_\_ No

Employment History: (Provide detail; do not use "see resume")

Start with your current or last job - include armed forces service and self-employment; any change of job title under the same employer should be considered a separate position. Please make additional copies if you have additional employment history.

May we contact your current/former employers for a reference? \_\_\_ Yes \_\_\_ No

Employer:	Supervisors Name:	Supervisor's Telephone No.
Type of Business:	Address:	
Your Job Title:	Dates employed:	Ave. hours worked & Monthly Salary
Duties:		
Reason for leaving:		

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I certify that all information contained in this application and my attachments is true and complete to the best of knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize investigation of all statements made on this application and any attachments. I authorize Barnes County to contact my reference and verify the information that is obtained. I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed. I hereby acknowledge that if offered a position with Barnes County, my appointment will include a trial period of a minimum of six months.

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

The County of Barnes does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the Provision of services, and complies with the provisions of the North Dakota Human Rights Act

# BARNES COUNTY, NORTH DAKOTA

## EQUAL EMPLOYMENT OPPORTUNITY FORM

We invite you to complete the enclosed Equal Employment Opportunity form and return it in a separate envelope from your application.

This information will be forwarded to our Title VI Coordinator and kept completely separate from your application. This information is used for statistical purposes only as part of our ongoing efforts to maintain Title VI compliance.

Submission of this information is completely voluntary and will be kept confidential.

# EQUAL EMPLOYMENT OPPORTUNITY

Due to the receipt of federal aid funds, Barnes County is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the County invites you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatments. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

**This form will not be part of your applicant file or included in any documentation provided to the supervising official.**

Please Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Position for which you are applying: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Male  Female

**Racial/Ethnic Heritage (Check one)**

- Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

How did you learn about the job for which you applied? (List the name of the newspaper, employment agency, organization, agency employee, or other source):

\_\_\_\_\_

We are an Equal Opportunity Employer