



Recycling Center of North Dakota

Employment Application

Please fill out this form completely for employment consideration.

Prospective employees will receive consideration without discrimination because of race creed, color, sex, age, national origin, or handicap. We are an equal opportunity employer.

Personal Information			
Last Name:	First:	Middle:	Date of Application:
Street Address:		How long at present address? ____ Years, ____ Months	
City:	State:	Zip:	
Email Address:	Business Phone:	Mobile Phone:	
What was your previous address?		How long at previous address? ____ Years, ____ Months	
City:	State:	Zip:	
Are you over 18 years of age? (If not, employment is subject to verification of minimum legal age.) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes: Month: _____ Year: _____ Location: _____	
How did you learn of our organization?			
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		When will you be able to work?	
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, may we inquire of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been accused of, charged with, or convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, describe in full:			
Are there any reasons for which you might not be able to perform the job duties (with a reasonable accommodation)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain:			

Education					
School type:	Name and location of school:	Course of study:	# of years completed	Did you graduate?	Degree or diploma
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employment History <small>Please give an accurate and complete full-time and part-time employment record. Start with your present or most recent employer.</small>		
1	Company Name:	Phone:
	Address:	Employment Dates (start month and year) From _____ To _____
	Name of Supervisor:	Hourly Salary Start _____ Last _____
	Job title and description of your work:	Reason for Leaving
2	Company Name:	Phone:
	Address:	Employment Dates (start month and year) From _____ To _____
	Name of Supervisor:	Hourly Salary Start _____ Last _____
	Job title and description of your work:	Reason for Leaving

3	Company Name:	Phone:
	Address:	Employment Dates (start month and year) From _____ To _____
	Name of Supervisor:	Hourly Salary Start _____ Last _____
	Job title and description of your work:	Reason for Leaving
4	Company Name:	Phone:
	Address:	Employment Dates (start month and year) From _____ To _____
	Name of Supervisor:	Hourly Salary Start _____ Last _____
	Job title and description of your work:	Reason for Leaving

Military Complete this section if you served in the U.S. Armed Forces.	
Branch of Service:	Period of Active Duty (month and year) From _____ To _____
Describe your duties and any special training:	Rank at Discharge:
	Date of Final Discharge:

References Provide information for three persons not related to you whom you have known at least one year.				
	Name	Address	Business	Years Acquainted
1				
2				
3				

Attestation

I attest that the information I have provided in this Employment Application is true, correct, and complete. If I am employed by the Recycling Center of North Dakota, I understand that any misstatements or omissions of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the Recycling Center of North Dakota to employ me in the future.

I authorize the Recycling Center of North Dakota, if it so chooses, to engage an investigative consumer reporting agency to report on my credit and personal history. If the Recycling Center of North Dakota obtains a report, I understand that the Recycling Center of North Dakota must provide, at my request, the name and address of the reporting agency so I may obtain from them the nature and substance of the information contained in the report.

Signature:

Date: