



STAFF APPLICATION FOR EMPLOYMENT
Williston State College
 1410 University Ave
 Williston, North Dakota 58801

<input type="checkbox"/> Follow instructions carefully	<input type="checkbox"/> Print or type	Office Use
<input type="checkbox"/> Provide detail - do not use "see resume"	<input type="checkbox"/> Check for errors before submitting	
<input type="checkbox"/> If accommodation or assistance is needed in completing this application, contact WSC.		

Position applying for:

When will you be available to begin work?

General Information

Name (Last, First, Middle Initial)		Home or Cell Telephone	
Mailing Address	City	State	Zip Code

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

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

If yes, please explain

(Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.)

**** Please be advised that background checks will be performed on all applicants offered a position at Williston State College. ****

Are you at least 18 years of age? Yes No

Employment History:

- 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.
- **ATTACH EXTRA SHEETS** using the same format if you have additional employment history.

May we contact your current employer for a reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Employer		Telephone No.	Supervisor's Name	
Type of Business	Address			
Your Job Title	Dates Employed (indicate months & years)		Average Hours Worked Per Week	
	From:	To:		
Duties:				
Reason for Leaving				
Employer		Telephone No.	Supervisor's Name	
Type of Business	Address			
Your Job Title	Dates Employed (indicate months & years)		Average Hours Worked Per Week	
	From:	To:		
Duties:				
Reason for Leaving				

Employer	Telephone No.	Supervisor's Name
Type of Business	Address	
Your Job Title	Dates Employed (indicate months & years)	Average Hours Worked Per Week
	From:	To:
Duties:		
Reason for Leaving		

I certify that all information contained in this application and any attachments is true and complete to the best of my 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 Williston State College to contact my references 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 Williston State College, my appointment will include a probationary period.

Signature:		Date:	
------------	--	-------	--

All information provided is subject to the North Dakota Open Records Law.

For informational purposes only, please indicate below how you became aware of this position:

Equal Opportunity

Williston State College (WSC) operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 which provide that "No person in the United States shall, on the basis of sex, race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance; and prohibits discrimination on the basis of handicap against existing employees, students and applicants for employment and admission." Williston State College does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs or activities.

Notice of Non-Discrimination

Williston State College (WSC) is committed to providing an educational and employment environment free from discrimination. WSC does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, genetic information, creed, marital status, veteran's status, political belief or affiliation or any other status protected by law. WSC complies with Title IX of the Education Amendments of 1972 which prohibits discrimination and harassment based on sex in an institution's education programs and activities, employment and admission. WSC will take prompt and equitable action to investigate and resolve reports of sexual harassment or sexual violence and take disciplinary action as appropriate.

Retaliation against any person who initiates an inquiry or complaint or participates in the investigation of a complaint is prohibited. Such conduct will be further cause for disciplinary action. The College's policies and procedures for complaints of discrimination and harassment are found at:

Concerns regarding WSC's equal opportunity and non-discrimination policies may be addressed to the following:

Title VI, Title VII, ADA, and Section 504:

Michelle Remus
Director for Human Resources
1410 University Ave
Williston, ND 58801
701-774-4204
Michelle.Remus@willistonstate.edu

Title IX Coordinator:

Heather Fink
Director for Student Financial Aid
1410 University Ave
Williston, ND 58801
701-774-4281
Heather.Fink@willistonstate.edu