

EMPLOYMENT APPLICATION

**NDSU Extension Service
North Dakota State University
Fargo, North Dakota**

Office Use Only
Position # _____
Date sent _____
Return postmark _____

Application for the position of:

Name _____ Social Security # _____
(first, middle, last)

Address _____
(street, city, state, zip)

E-mail Address _____

Phone _____
day (area code/#) evening (area code/#) FAX #

Application files are accepted only for positions currently open and advertised. Please read the position announcement carefully, noting the specific instructions about how to apply. Information may include, but is not limited to, such things as a letter of application, resume, academic transcripts, references, this addendum, etc. Application files must be complete and postmarked by the closing date to assure full consideration.

When the recruitment period is over, all complete files received for a specific opening are provided to the line manager leading the recruitment process and/or the search committee. The files are then screened and interviews are scheduled with those applicants whose qualifications most closely match the selection criteria. Those not selected for interview are also notified.

The North Dakota State University Extension Service is dedicated to the wholesome development of children and families throughout North Dakota and has adopted a youth protection policy as part of that commitment. Applicants are advised that the selection approval process will include youth protection screening, which will include a background check of final candidate(s) with the North Dakota Child Abuse Information Index and the North Dakota Office of Attorney General Convicted Sex Offenders and Offenders Against Children Public List.

Prior to a final offer of employment, you will be asked to disclose the existence of any criminal record within the last ten (10) years.

The facts set forth in my resume and other materials submitted for my application file are true and complete. I authorize the North Dakota State University Extension Service to investigate my background and other information provided in my application file. I also authorize my current and previous employers and educational institutions I have attended to release such information to the North Dakota State University Extension Service. I understand that making an omission or a false statement in these application materials may be sufficient cause for denying me consideration for employment or for dismissal after employment.

Signature _____ Date _____

North Dakota State University is an equal opportunity institution.