

# NORTH DAKOTA ENVIROTHON COORDINATOR CONTRACTUAL APPLICATION



Position(s) Applied for \_\_\_\_\_ Date of Application \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (M.I.)

Present Mailing Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

May we contact you at work?  Yes  No Cell Phone Number \_\_\_\_\_

Email Address: \_\_\_\_\_

## GENERAL INFORMATION

1) Date you would you be available for employment \_\_\_\_\_

2) Are you a Citizen of the United States?  Yes  No

**If NO, and if you possess an Alien Registration Card, please provide a copy**

3) Can you perform the functions of the job for which you are applying?  Yes  No

**If NO, please explain** \_\_\_\_\_  
 \_\_\_\_\_

4) Are you a Veteran?  Yes  No

Branch of Military Service \_\_\_\_\_ Rank \_\_\_\_\_

Military Occupational Specialty (MOS) \_\_\_\_\_

Date of Service \_\_\_\_\_ Type of Discharge \_\_\_\_\_

## **HOME ADDRESSES – (for the past 10 years)**

Address	City	State	Dates

**I. JOB EXPERIENCE**

List the last three places of employment, beginning with present position, including military service assignments.

**Current or most recent employer:**

Employer:	
Address:	
Phone #:	
From:	To:
Job Title:	
Supervisor:	
May we contact this supervisor for a reference:      Yes      No	
Phone #:	
E-mail:	
List job duties:	
Reason for Leaving:	

Employer:	
Address:	
Phone #:	
From:	To:
Job Title:	
Supervisor:	
May we contact this supervisor for a reference:      Yes      No	
Phone #:	
E-mail:	
List job duties:	
Reason for Leaving:	

May we contact this employer?

Employer:

Address:

Phone #:

From:

To:

Job Title:

Supervisor:

May we contact this supervisor for a reference:      Yes      No

Phone #:

E-mail:

List job duties:

Reason for Leaving:

May we contact this employer?

**II. REFERENCES:**

Please list the names of at least three professional references:

Name/Title of Reference	Company	Phone and Email

**III. Educational and Professional Training:**

	School/University Location	Years Attended Mo/Yr to Mo/Yr	Field of Study/Degree Earned
High School:			
College/University			
College/University			
College/University			

**IV. Certification, Skills, Training, Qualifications**

<u>Volunteer Activities:</u>
<u>List special skills and qualifications acquired from employment and other experience:</u>
<u>Special skills/abilities/licenses/computer software:</u>

**V. BACKGROUND CHECK & INFORMATION**

In addition to the following information, a thorough background check may be made at the option of the hiring committee.

“Yes” answers to the following questions will not necessarily result in denial of employment. The hiring committee will consider all circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist in determining your eligibility and suitability for employment. If additional space is needed, attach a separate sheet for each question.

- A.** Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of intoxication or reckless driving)? You must answer “YES” even if the matter was later dismissed, deferred, reversed, or vacated. If you answer “YES” you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the cases(s). \_\_\_\_\_ Yes \_\_\_\_\_ No

Explanation: \_\_\_\_\_

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**B.** Have you ever been convicted of a felony or served time in prison, jail or any other correctional facility?  
\_\_\_\_\_ Yes \_\_\_\_\_ No Explanation: \_\_\_\_\_  
\_\_\_\_\_

**C.** Have you ever been dismissed (fired) from any job, or resigned at the request of your employer or while charges against you or any investigation of your behavior were pending? You must answer "YES" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of the termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.  
\_\_\_\_\_ Yes \_\_\_\_\_ No Explanation: \_\_\_\_\_  
\_\_\_\_\_

**D.** Have you ever had any license or certificate of any kind revoked or suspended, or have you in any way been sanctioned or is any charge or complaint now pending against you before any licensing certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge or complaint.  
\_\_\_\_\_ Yes \_\_\_\_\_ No Explanation: \_\_\_\_\_  
\_\_\_\_\_

**E.** Are you now being, or have you ever been, investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body or by your current or any previous employer? If you answer "YES" you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.  
\_\_\_\_\_ Yes \_\_\_\_\_ No Explanation: \_\_\_\_\_  
\_\_\_\_\_

**F.** Does your name appear on any sex offender database in any state or any country? If "YES" please explain.  
\_\_\_\_\_ Yes \_\_\_\_\_ No Explanation: \_\_\_\_\_  
\_\_\_\_\_

**OTHER INFORMATION:**

In your own handwriting, provide any additional information you desire that will afford an additional understanding of your qualifications.

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The North Dakota Envirothon, Incorporated does not discriminate on the basis of race, color, national origin, age, marital status, religion, political affiliation, handicapping conditions, or sex in its educational programs or employment. No person shall be denied contractual agreements solely because of any impairment.

My signature below authorizes ND Envirothon to conduct a background investigation and authorizes release of information in connection with my application. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release ND Envirothon and the reference source from any liability in connection with its release or use.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, false answered statement made by me on this application, or any supplement to it will be sufficient grounds for rejections of application.

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_