



201 Missouri Drive • Mandan, ND 58554  
 (701) 667-1980 • Fax (701) 667-2970  
[www.laducer.com](http://www.laducer.com)

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

TODAY'S DATE: \_\_\_\_\_ EMPLOYMENT APPLICATION

**PERSONAL DATA**

Name: \_\_\_\_\_ Soc. Sec. No.: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
No. Street City State Zip Code

Previous Address: \_\_\_\_\_  
No. Street City State Zip Code

Work Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

**EMPLOYMENT INTERESTS**

Position Desired: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Type of employment: Full-Time Part-Time Temporary

DAYS AND TIME AVAILABLE							
	MON	TUE	WED	THU	FRI	SAT	SUN
FROM							
TO							

**Check Below the Hardware and Software You Have Operated or Experienced**

Personal Computer      Windows      PowerPoint      Great Plains  
 Web browser            Word            Access            Database (please specify)  
 Microsoft Outlook      Excel            WordPerfect      \_\_\_\_\_

**EDUCATION**

Type of School	Name & Address of School	Did you Graduate?	Degree Granted	Major Subject
High School				
Undergraduate College				
Graduate/ Professional				
Business, Trade or Technical School				

Any current schooling? \_\_\_\_\_

**WORK EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	DATES EMPLOYED		WORK PERFORMED
Address	From	To	
Telephone Number	HOURLY RATE / SALARY		
Starting Job Title	Starting	Final	
Final Job Title	Reason for leaving		
Supervisor			

Employer	DATES EMPLOYED		WORK PERFORMED
Address	From	To	
Telephone Number	HOURLY RATE / SALARY		
Starting Job Title	Starting	Final	
Final Job Title	Reason for leaving		
Supervisor			

Employer	DATES EMPLOYED		WORK PERFORMED
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Address	From	To	
Telephone Number	HOURLY RATE / SALARY		
Starting Job Title	Starting	Final	
Final Job Title	Reason for leaving		
Supervisor			

**Describe any specialized training, apprenticeship, skills and extra-curricular activities**

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**Describe any job-related training received in the United States military**

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**PERSONAL / PROFESSIONAL REFERENCES – do not include family members or past supervisors**

Name	Phone Number	Best Time to Call	Occupation

**APPLICANT STATEMENT**

I certify that all information I have provided in order to apply for and secure work for the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 1 year. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's President.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

**Do Not Sign Until You Have Read The Above Applicant Statement.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



**If you wish to be identified, please check if any apply:** (See below for more information)

Vietnam Era Veteran       Recently Separated Veteran       Other Protected Veteran  
 Special Disabled Veteran       Disabled Individual

This employer is a Government contractor subject to the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and section 503 of the Rehabilitation Act of 1973, as amended, which requires Government contractors to take affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam era, recently separated veterans, other protected veterans, and qualified individuals with disabilities.

If you are a veteran of the Vietnam era, recently separated veteran, other protected veteran, or special disabled veteran, we would like to include you under our affirmative action program (AAP). If you would like to be included under the AAP, please tell us. If you have a disability and would like to be considered under the AAP, please tell us.

*The term "veteran of the Vietnam era" refers to a person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975, in all other cases. The term also refers to a person who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975, in all other cases.*

*The term "recently separated veteran" refers to any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty.*

*The term "other protected veteran" refers to a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense.*

*The term "special disabled veteran" refers to a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap. The term also refers to a person who was discharged or released from active duty because of a service-connected disability.*

You may inform us of your desire to benefit under the program at this time and/or at any time in the future.

**Submission of this information is voluntary** and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

**The information you submit will be kept confidential**, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of special disabled veterans, and regarding necessary accommodations; (ii) first-aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by OFCCP, or enforcing the Americans with Disabilities Act, may be informed. The information provided will be used only in ways that are not inconsistent with section 503 of the Rehabilitation act.

Laducer has posted its policy concerning non-discrimination and affirmative action for qualified individuals with disabilities on employee bulletin boards and otherwise communicates this policy to applicants and employees. We have a written AAP for Disabled Workers and for Special Disabled Veterans and Veterans of the Vietnam era, which is available for inspection in the Human Resources office during normal business hours.

Among other things, the AAP promises that we have reviewed our personnel processes to ensure that we give careful consideration to the qualifications of individuals with know disabilities for all job vacancies for which they apply, as well as for training. The AAP provides for regular view of the physical and mental requirements of our jobs to ensure that they are job-related and consistent with business necessity. And we will make reasonable accommodations to the known physical and mental limitations of an otherwise qualified individual with a disability, unless the accommodation imposes an undue hardship on the conduct of our business.

*We are an Equal Opportunity Employer*