



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

We consider applicants for all positions without regard to race, color, religion, sex (including pregnancy), national origin, age, disability, age, genetics, 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			

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Starting Job Title	Starting	Final	
Final Job Title	Reason for leaving		
Supervisor			

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

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

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 Laducer 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 Laducer'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 Laducer 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 six (6) months. At the conclusion of that time, if I have not heard from Laducer 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 Laducer 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 Laducer 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 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 _____ / _____ / _____

Voluntary Affirmative Action Data

Name: _____ Phone: _____

Mailing Address: _____

___ Male ___ Female

Position(s) applied for: _____ Date: _____

Referral Source:

___ Walk-In ___ Government Employment Agency ___ Private Employment Agency
___ Employee ___ Relative ___ School
___ Advertisement (source) _____ ___ Other

Name of person who referred you (if applicable): _____

Please check one of the following EEO identification groups:

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer **invites ALL applicants to voluntarily self-identify** their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Please check the appropriate race and ethnicity category to self-identify:

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White** (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American** (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian** (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaskan Native** (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races** (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Laducer is an Equal Opportunity Employer