



Ramsey County, North Dakota
Employment Application

It is the mission of Ramsey County to be the region’s premier employer providing high quality public services in timely, effective, and efficient manner to the citizens who make up this great community.

Application Instructions

- Complete the application by typing or printing legibly in ink.
- Provide detail – do not use “see resume”.
- Check for errors before submitting.
- All parts of the application must be completed. An unsigned application will not be considered.
- If accommodations or assistance is needed in completing this application, please contact Human Resources at 701-662-7009.

Personal Information

Date of Application		Position Applying For		
Name		Phone Number	Email Address	
Address	City	State	Zip	

Veteran’s Preference

Branch of Service	
Dates of Service	

To claim preference as a Veteran, you must be a ND resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition and must have been released under other than dishonorable conditions per NDCCC 37-19.1. In order to qualify, you must attached a DD-214 and if applicable Report of Separation, VA Letter Confirming Disability and/or a Marriage or Death Certificate.

Please select which preference you are claiming:

<input type="checkbox"/> Veteran	<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Spouse of Disabled Veteran	<input type="checkbox"/> Spouse of Deceased Veteran
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Education

School Name and Location	Degree Received	Major	Did you graduate?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment History Please start with current first.

Employer		Job Title
Supervisor's Name	Supervisor's Phone No.	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed	Starting Pay Rate	Ending Pay Rate
Reason for Leaving		

Employer		Job Title
Supervisor's Name	Supervisor's Phone No.	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed	Starting Pay Rate	Ending Pay Rate
Reason for Leaving		

Employer		Job Title
Supervisor's Name	Supervisor's Phone No.	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed	Starting Pay Rate	Ending Pay Rate
Reason for Leaving		

Employer		Job Title
Supervisor's Name	Supervisor's Phone No.	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed	Starting Pay Rate	Ending Pay Rate
Reason for Leaving		

Professional References

Name	Company	Title	Phone

Please indicate valid driver's license held: A B C D M

Are you related to a member of the County Commission or a County employee?

Yes No

If yes, to whom?

If selected:

Are you willing to submit to a drug, alcohol, and background screening?

Yes No

Are you able to provide proof you are eligible to work in the United States?

Yes No

Are you capable of performing, with or without reasonable accommodation, the essential functions of the job for which you are applying? Please see position description found with the job posting.

Yes No

Signature Disclaimer

I certify that all information contained in this application and my 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 Ramsey County to contact my reference 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 understand all information provided is subject to the North Dakota Open Records Law.

A typed name is considered a signature.

Signature

Date

Equal Opportunity Employer

Ramsey County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

Equal Employment Opportunity Self Identification

Due to the receipt of federal aid funds, Ramsey County 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 County invites you to voluntarily self identify your race or ethnicity. Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. The information obtained will be kept confidential, will be kept separate from all other personnel records only accessed by the Human Resource department, and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement.

Please return completed forms to the HR department.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires County to determine this information by visual survey and/or other available information.

NAME:

JOB TITLE:

DATE COMPLETED:

GENDER:

(Please check one of the options below)

Male

Female

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you 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 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.

Native American or Alaska 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 maintains 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.

I do not wish to disclose.