

Administrators and Staff Application Procedure

Thank you for your interest in employment opportunities at Dickinson State University. Please read the following procedures to ensure your application receives the timely consideration it deserves.

Dickinson State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts, for all individuals without regard to race, color, national origin, religion, sex, disability, age, Vietnam era veterans status, sexual orientation, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during non-working hours which is not in direct conflict with the essential business-related interests of the employer.

1. Please complete all sections of the employment application. A resume may be included to supplement your application. Do not substitute your resume for the information requested on the application.
2. Dickinson State University will employ persons based on qualification and performance requirements of the job. Address each minimum and preferred qualification addressed on the position opening.
3. Applications may be submitted to:
 - Mail: Dickinson State University
Office of Human Resources
ATTN: Gail Ebeltoft
291 Campus Drive
Dickinson, ND 58601-4896
 - Hand Delivered: Dickinson State University
Office of Human Resources
ATTN: Gail Ebeltoft
May Hall, room 109B
4. If a skills tests is required for the position, please contact Job Service at North Dakota at (701) 227-3100.
5. For more information on position openings, please visit the Dickinson State University web site at <http://www.dickinsonstate.edu>, call the Office of Human Resources at (701) 483-2530, or email us at DSU.hr@dickinsonstate.edu.
6. If an accommodation to participate in the application/interview process is required, please call the Office of Human Resources at (701) 483-2530 or 800-366-6888 (TTY Relay North Dakota).
7. Prior to employment, the Dickinson State University Criminal Record Disclosure Form must be signed and submitted. No offer of employment can be made until the form is received. Any offer is contingent on review and verification of the form.



DSU is an equal opportunity institution

	<p align="center">Office of Human Resources 291 Campus Drive Dickinson, ND 58601 Phone: (701) 483-2530 Fax (701) 483-2574 Email: Gail.Ebeltoft@dickinsonstate.edu</p>	<p align="center">For Office Use Only</p>
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As an Equal Employment Opportunity/Affirmative Action Employer, Dickinson State University encourages applications from minorities, women, Vietnam Era and disabled veterans, and persons with disabilities, and pledges not to discriminate with respect to race, color, national origin, age, religion, sex, sexual orientation, marital status or disability as specified in Federal regulations, North Dakota state law, and Dickinson State University policy. Dickinson State University complies with the Drug Free Workplace Act. DSU is in compliance with the Campus Security Act.

First name	Middle Name	Last Name
Mailing Address		Email address
City	State	Zip Code
Home Telephone	Another phone number where you can be reached/message can be left	

Please complete all sections of this application!

A resume may be included to supplement your application. Do not substitute your resume for the information requested on the application.

Dickinson State University seeks to accommodate all people with disabilities. If you receive a request for an interview and require auxiliary aids, services, or other accommodations for the interview, please contact the employing department.

An applicant must submit an application for each position vacancy. Applications become inactive at the close of the hiring process.

Position for which you are applying _____

Can you provide proof, if hired, that you are eligible to work in the United States? Yes No

Are you at least 18 years of age? Yes No

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, please explain _____
(Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.)

Have you been an employee in the North Dakota University System, or for an agency of the State of North Dakota since 2002? Yes No

Have you been a student in the North Dakota University System since 1986? Yes No
If yes, what was your NAID number? _____

Thank you for considering Dickinson State University as your prospective employer.

Employment Record

Please be complete and accurate. List present or most recent experience first and include military experience and volunteer work.

May we contact your current employer for a reference? Yes No Not Applicable

Employer	Telephone No.	Supervisor's Name
Type of Business	Address	
Your Job Title	Dates Employed (indicate months & years) From: To:	Hours worked/ Week
Duties:		
Reason for Leaving		
Employer	Telephone No.	Supervisor's Name
Type of Business	Address	
Your Job Title	Dates Employed (indicate months & years) From: To:	Hours worked/ Week
Duties:		
Reason for Leaving		
Employer	Telephone No.	Supervisor's Name
Type of Business	Address	
Your Job Title	Dates Employed (indicate months & years) From: To:	Hours worked/ Week
Duties:		
Reason for Leaving		

How did you hear about this position? (Optional) (Please check all that apply)

<input type="checkbox"/>	Dickinson Press	<input type="checkbox"/>	Bismarck Tribune	<input type="checkbox"/>	Fargo Forum
<input type="checkbox"/>	Grand Forks Herald	<input type="checkbox"/>	Billings Gazette	<input type="checkbox"/>	Chronicle of Higher Education
<input type="checkbox"/>	ND Job Service	<input type="checkbox"/>	Higherjobs.com	<input type="checkbox"/>	Word of Mouth
<input type="checkbox"/>	Other Newspapers - please list the newspaper				
<input type="checkbox"/>	Other Web Sites - please list web site				
<input type="checkbox"/>	Other Source - please list				

I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I understand that any material 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 Dickinson State University to contact my references 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 or employment; and any oral or written statements to the contrary are hereby expressly disavowed. I hereby acknowledge that if offered a position at Dickinson State University, my appointment will include a probationary period.

Applicant's Signature _____

Date _____

All information provided is subject to the North Dakota Open Records Law