

**Dakota Media Access, Inc.**  
307 N. 4<sup>th</sup> Street, Bismarck, ND 58501-4020  
Phone: (701) 258-8767 FAX (701) 258-8871

Employment Application  
**Production Manager**

Dakota Media Access supports Affirmative Action in employment, including active recruitment toward a staff which is inclusive regarding race, color, age, gender, sexual orientation, marital status, veteran's status, national origin, religion, economic class, physical or mental disability, or HIV status. Inclusiveness is a desirable social policy and a contributing factor toward effective operation of the organization.

**Please Print All Information Except Signature**

Name: _____				
Last	First	Middle		
Present Address: _____				
Number	Street	City	State	Zip Code
Phone: _____		Email: _____		

Are you currently authorized to work in the United States?  YES  NO Proof of eligibility will be required if hired.  
Do you have a driver's license?  Yes  No State of Issue: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Have you had any accidents during the past three years?  Yes  No How many? \_\_\_\_\_  
Have you had any moving violations during the past three years?  Yes  No How Many? \_\_\_\_\_  
Have you ever been convicted of a felony?  No  Yes If yes, please explain: \_\_\_\_\_

(Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements).

Please list two references other than relatives:				
Name _____		Phone: _____		
Address _____		City _____	State _____	Zip _____
Name _____		Phone: _____		
Address _____		City _____	State _____	Zip _____

I hereby acknowledge if I am accepted, my appointment will be probationary for 90 days; this application is not a contract or a guarantee of employment; all applicants are subject to background checks; and, if applicable, applicants are subject to pre-employment drug testing; and further, at any time during the introductory period or thereafter, my employment relationship with Dakota Media Access is terminable at will for any reason by either party. \_\_\_\_\_ (initial)

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

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

**Please complete the following education and employment history areas (pages 2 & 3) only if not otherwise submitted.**

**Education:**

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	# OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Other				

**Please elaborate on any background, experience, or qualifications you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience, and other activities. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, or disability.**

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**Please list Computer & Technical Skills:**

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**Employment History: Please list your previous employers beginning with your most recent. If you were self-employed, give company name. Attach additional sheets if necessary.**

Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Name of Last Supervisor \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
List job title, duties performed, skills used or learned, advancements or promotions while you worked for this employer.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Name of Last Supervisor \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
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List job title, duties performed, skills used or learned, advancements or promotions while you worked for this employer.  
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