



307 N. 4th Street, Bismarck, ND 58501-4020
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Employment Application
Design Specialist

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? YES NO. If yes, please explain? _____

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

Please list two references other than relatives:			
Name	_____	Telephone No.	_____
Address	_____	City	_____ State _____ Zip _____
Name	_____	Telephone No.	_____
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

Complete the following pages (education and employment history) ONLY if not already submitted on a resume or other document.

Education:

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	# 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.

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.

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.

