



KENMARE POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT



5 3rd St. NE, Kenmare, ND 58746
(701)-385-4411 ● Fax:701-385-4422 ● E-mail: kenmarepd@gmail.com

- Follow Instructions Carefully
- Provide Detail – Do Not Use “See Resume”
- If Accommodation or Assistance is Needed in Completing This Application, Contact the Employing Agency
- Check for Errors Before Submitting
- Print or Type

Position(s) Applying For:

General Information

Name (Last, First, Middle Initial)	Social Security Number	Home Phone #	Cell Phone #	
Mailing Address	City	State	Zip Code	Email Address

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

Are you related a member of the City Council or any other City Employee? Yes No

If yes, please give name and relationship

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

If yes, please explain

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

Are you currently employed? Yes No May we contact your employer? Yes No

Date available to work?

Desired Salary:

If the position you are applying for involves the operation of a motor vehicle, please provide the following information:

Have you received any moving violations in the last three years? Yes No

If yes, please explain:

Driver's License or Operator's License Number:

State:

How did you learn about this opening?

Is there any type of work which your physical or mental condition prohibits, or have you ever been advised by a physician not to perform certain types of work? If so, please explain:



KENMARE POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT



5 3rd St. NE, Kenmare, ND 58746
(701)-385-4411 ● Fax:701-385-4422 ● E-mail: kenmarepd@gmail.com

Veteran's Preference

Veteran	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Must Attach DD-214, Report of Separation
Disabled Veteran	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Must Attach DD-214, Report of Separation, & a letter less than one year old from the VA indicating disability
Spouse of Disabled Veteran	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Must Attach DD-214, Report of Separation, & a letter less than one year old from the VA indicating disability
Spouse of Deceased Veteran	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Must Attach DD-214, Report of Separation, & Veteran's Death Certificate

Veteran Eligibility: 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 See NDCC 37-19-1.

Education and/or Training

Did you graduate from High School or receive a GED? Yes No

School Name and Address (College, Business, Nursing, Vocational, or Other)	Course of Study	Last Year Completed	Diploma or Degree Earned	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

Describe any specialized training, apprenticeship, skills, licensing or certification that may be related to the position for which you are applying.

Describe any other special job-related skills and qualifications acquired from employment or other experience.



KENMARE POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT



5 3rd St. NE, Kenmare, ND 58746
(701)-385-4411 ● Fax:701-385-4422 ● E-mail: kenmarepd@gmail.com

Employment History *(Provide detail; do not use "see resume")*

- Start with your current job or last job – Include armed forces service and self-employment.
- Any change of job title under the same employer should be considered a separate position.
- Please make additional copies if you have additional employment history.

1.) Employer	Telephone Number	Supervisor's Name	
Type of Business	Address		
Your Job Title	Dates Employed (Indicate months & years) From: To:		Average Hours Worked Per Week
Duties:			
Monthly Salary	Reason for Leaving or Reason for Considering Leaving if Still Employed		

2.) Employer	Telephone Number	Supervisor's Name	
Type of Business	Address		
Your Job Title	Dates Employed (Indicate months & years) From: To:		Average Hours Worked Per Week
Duties:			
Monthly Salary	Reason for Leaving or Reason for Considering Leaving if Still Employed		

3.) Employer	Telephone Number	Supervisor's Name	
Type of Business	Address		
Your Job Title	Dates Employed (Indicate months & years) From: To:		Average Hours Worked Per Week
Duties:			
Monthly Salary	Reason for Leaving or Reason for Considering Leaving if Still Employed		



KENMARE POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT



5 3rd St. NE, Kenmare, ND 58746
(701)-385-4411 ● Fax:701-385-4422 ● E-mail: kenmarepd@gmail.com

Additional Employment History

4.) Employer	Telephone Number	Supervisor's Name
Type of Business	Address	
Your Job Title	Dates Employed (Indicate months & years) From: To:	Average Hours Worked Per Week
Duties:		
Monthly Salary	Reason for Leaving or Reason for Considering Leaving if Still Employed	

5.) Employer	Telephone Number	Supervisor's Name
Type of Business	Address	
Your Job Title	Dates Employed (Indicate months & years) From: To:	Average Hours Worked Per Week
Duties:		
Monthly Salary	Reason for Leaving or Reason for Considering Leaving if Still Employed	

6.) Employer	Telephone Number	Supervisor's Name
Type of Business	Address	
Your Job Title	Dates Employed (Indicate months & years) From: To:	Average Hours Worked Per Week
Duties:		
Monthly Salary	Reason for Leaving or Reason for Considering Leaving if Still Employed	



KENMARE POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT



5 3rd St. NE, Kenmare, ND 58746
(701)-385-4411 ● Fax:701-385-4422 ● E-mail: kenmarepd@gmail.com

Personal References (Please include both personal and employment references who have definite knowledge of your qualifications, skills, and abilities to perform the position you are applying for)

1.) Name	Telephone Number:
Knows Applicant Through:	Address:
Length of time reference has known applicant:	

2.) Name	Telephone Number:
Knows Applicant Through:	Address:
Length of time reference has known applicant:	

3.) Name	Telephone Number:
Knows Applicant Through:	Address:
Length of time reference has known applicant:	

4.) Name	Telephone Number:
Knows Applicant Through:	Address:
Length of time reference has known applicant:	

5.) Name	Telephone Number:
Knows Applicant Through:	Address:
Length of time reference has known applicant:	



KENMARE POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT



5 3rd St. NE, Kenmare, ND 58746
(701)-385-4411 ● Fax:701-385-4422 ● E-mail: kenmarepd@gmail.com

Certification and Agreement: Please Read Before Signing

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 the City of Kenmare 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 hereby acknowledge that if offered a position with City of Kenmare, my appointment will include a probationary period of a minimum of at least three months.

I certify that I will hold no person, corporation, or organization liable for giving or receiving information on the investigation.

Applicant's Signature:	Date:
------------------------	-------

ALL INFORMATION PROVIDED IS SUBJECT TO THE NORTH DAKOTA OPEN RECORDS LAW

Equal Opportunity Employer Statement

The City of Kenmare 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.

Policy of Non-Discrimination on The Basis of Disability

The Kenmare Police Department does not discriminate on the basis of disability in the admission, or access to, or treatment, or employment in, its programs or activities.

<p>MAIL APPLICATION TO:</p> <p>City of Kenmare PO Box 816 Kenmare, ND 58746</p>
--