

# WILLISTON POLICE DEPARTMENT

## Employment Application



- Follow Instructions Carefully
- Provide detail – Do not use “See Resume”
- If accommodation or assistance is needed in completing this application please contact Chery Pierzina at (701) 713-3802.
- Print or Type
- Check for errors and signature before submitting

### APPLICANT INFORMATION

Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Date \_\_\_\_\_  
 Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Date Available \_\_\_\_\_ Social Security No. \_\_\_\_\_ Desired Salary \_\_\_\_\_

Position Applied for \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If so, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO  If yes, explain \_\_\_\_\_

### EDUCATION

High School \_\_\_\_\_ Address \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_  
 College \_\_\_\_\_ Address \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_  
 Other \_\_\_\_\_ Address \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate? YES  NO  Degree \_\_\_\_\_

### REFERENCES

*Please list three professional references.*

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Company \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Company \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Company \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Responsibilities \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**MILITARY SERVICE**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

If other than honorable, explain \_\_\_\_\_

Do you claim Veteran’s Preference?  NO  YES – Must attach DD-214, Report of Separation

Do you claim Disabled Veteran’s Preference?  NO  YES – Must attach DD-214, Report of Separation, and a letter less than one year old from the US Department of Veteran Affairs indicating disability.

Spouse of Disabled Veteran?  NO  YES – Must attach copy of marriage certificate, DD-214, and a letter less than one year old from the US Department of Veteran Affairs indicating disability.

Spouse of Deceased Veteran?  NO  YES – Must attach copy of marriage certificate, DD-214, and 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.

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return completed application to:

Chery Pierzina – Human Resources Director  
City of Williston  
22 E Broadway  
PO Box 1306  
Williston, ND 58802-1306  
(701) 713-3802