

APPLICATION FOR EMPLOYMENT

RECORDER/PLANNING & ZONING CLERK I INTERN

Thank you for your interest in employment with Mountrail County. Mountrail County is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, national origin, age, sex, political beliefs, disability, or status with respect to marriage or public assistance and complies with the provisions of the North Dakota Human Rights Act.

This application is only for the position of Recorder/Planning & Zoning Clerk I Intern, as advertised in the August 13 and 20, 2025 issues of the county official newspaper. **Applications will be accepted until Friday, August 22, 2025 at 4 PM** at the Office of the Mountrail County Human Resources, PO Box 69, Stanley ND 58784-0069.

GENERAL INFORMATION	
FULL NAME	
MAILING ADDRESS	CITY/STATE/ZIP
PHONE #	EMAIL ADDRESS
Can you provide proof, <i>if hired</i> , that you are eligible to work in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes	
What is your expected High School graduation date? (month/year)	
What is your GPA?	
When would you be available to work?	
What days you are available to work? <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
What hours are you available to work?	

EDUCATION / TRAINING

QUALIFICATIONS

EMPLOYMENT / PROFESSIONAL REFERENCES		
Please list as references, three people that have knowledge of you and your qualifications. <i>No relatives please.</i>		
NAME	ADDRESS (City/State/Zip)	PHONE # (Work/Cell)

EMPLOYMENT EXPERIENCE	
NAME OF MOST CURRENT EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING OR CONSIDERING LEAVING CURRENT EMPLOYMENT	

NAME OF EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING EMPLOYMENT	

<p align="center">DISCLAIMER</p> <p>I acknowledge I must pass a pre-employment drug and/or alcohol testing if offered a position in accordance to Mountrail County's "Drug & Alcohol Use & Testing Policy". If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</p>	
Signature of Applicant	Date

MOUNTRAIL COUNTY, ND

EQUAL EMPLOYMENT OPPORTUNITY FORM

We invite you to complete the enclosed Equal Employment Opportunity form and return it to our Title VI Coordinator in the enclosed envelope.

This information is kept separate from your application and is used for statistical purposes only.

Submission of this information is completely voluntary and will be kept confidential.

Mountrail County Title VI Coordinator

Enclosures

Mountrail County (2-2012)

This form will not be part of your application file or included in the documentation provided to the selecting official.

Name

[illegible]**Position applying for**[illegible]

Birthdate

[illegible]

☐ Male
☐ Female

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

[illegible][illegible]

State

[illegible]

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