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/STATI	-/7ID		
MAILING ADDRESS		CITT/STATE	E/ZIP		
PHONE #		EMAIL ADD	RESS		
Can you provide proof, <i>if hired,</i> that you are eligible to work in the United States? ☐ No ☐ 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?	☐ Monday	☐ Tuesday	□ Wedne	sday 🗆 Thursd	ay □ 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. No relatives please.					
	that have know ADDRESS (City/S		and your	qualifications. <i>No</i> PHONE # (Work/Cel	
	NEET (Only)	(dt0/2.p)		" (Welly est	,

EMPLOYMENT EXPERIENCE				
NAME OF MOST CURRENT EMPLOYER	PHONE #			
JOB TITLE	LENGTH OF EMPLOYMENT			
DUTIES & RESPONSIBILITIES				
REASON FOR LEAVING OR CONSIDERING LEAVING CURREN	T EMPI OYMENT			
REAGONT ON ELAVING ON GONGIDENING ELAVING GONGLENT EIIII EGTIMENT				
NAME OF EMPLOYER	PHONE #			
JOB TITLE	LENGTH OF EMPLOYMENT			
DUTIES & RESPONSIBILITIES				
REASON FOR LEAVING EMPLOYMENT				
DISCLAIMER 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.				
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

EQUAL EMPLOYMENT OPPORTUNITY

Mountrail County (2-2012)

Mountrail County is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the County invites you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatments. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to the summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

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

provided to the selec	ting official.			
Please Print				
Name				
Date Position applying fo	nr			
Location Birthdat				
	✓			
Pacial/Ethnia Haritage (Chack and)	——————————————————————————————————————			
Racial/Ethnic Heritage (Check one)				
☐ 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	s in any of the original peoples of Europe, the			
Middle East, or North Africa.				
\square Black or African American (Not Hispanic or Latino) – A	A person having origins in any of the black racial			
groups of Africa.				
☐ Native Hawaiian or Other Pacific Islander (Not Hispanio	c or Latino) – A person having origins in any of			
the peoples of Hawaii, Guam, Samoa, or other Pacific Islai				
☐ Asian (Not Hispanic or Latino) – A person having origins	s in any of the original peoples of the Far East,			
Southeast Asia, or the Indian Subcontinent, including, for e	example, Cambodia, China, India, Japan, Korea,			
Malaysia, Pakistan, the Philippine Islands, Thailand, and V	/ietnam.			
☐ American Indian or Alaska Native (Not Hispanic or Lati	ino) – 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 perso	ons who identify with more than one of the above			
five races.				
How did you learn about this job opening? (List the na	ame of the newspaper employment agency			
organization, agency employee, or other source):	ame of the newspaper, employment agency,			
Your Home Address				
City	State Zip Code			

We are an Equal Opportunity Employer.