APPLICATION FOR EMPLOYMENT

Gaming Division



|  |  |
| --- | --- |
| Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Development Homes, Inc.**

**3880 S. Columbia Rd. – Grand Forks, ND 58201**

**Phone: (701) 335-4000 Fax: (701) 335-4004**

## An equal Opportunity / Affirmative Action Employer

**Thank you for applying to join the DHI team. We want you to know a bit about us before you complete this application. DHI is a private, non-profit organization that has been supporting persons with disabilities since 1974.**

As a DHI team member one of the most important responsibilities you will have is to meet the needs of our customers and to satisfy customers by following these guiding principles:

1. Being Person-Centered: we will provide excellent on-going training that will teach you how to provide the highest quality support to ensure a world of dignity, opportunity and inclusion for each individual.
2. Team Work: We believe in working together to help each customer to achieve their own goals

and desires. Success is directly linked to a positive work environment and every team member

is responsible for that environment, the success of our customers, and the quality of the services

we provide to our customers.

1. Professional Behavior: Team members respect each other, display patience when working with

customers and co-workers and accept responsibility for their behavior and their decisions they make.

[**www.developmenthomes.org**](http://www.developmenthomes.org)

“Partners in Human Growth”

**I. PERSONAL INFORMATION (Please print clearly in ink)**

Agency policy, federal, and state law prohibit discrimination in employment because of gender, race, color, religion, creed, marital status, national origin, disability, age, veteran status, or any other legally protected status.

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| --- | --- | --- |
| **Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Middle Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Zip: \_\_\_\_\_\_\_\_\_\_** |
| **E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Are you 21 years of age or older?**  | **\_\_\_\_\_Yes** | **\_\_\_\_\_No** |
| **Are you a eligible to work in the United States?** | **\_\_\_\_\_Yes** | **\_\_\_\_\_No** |
| **Have you ever applied with DHI before?** | **\_\_\_\_\_Yes** | **\_\_\_\_\_\_No** |
| **If Yes, When?** | **From\_\_\_\_\_\_** | **To\_\_\_\_\_\_\_** |
| **Have you ever been employed by DHI?** | **\_\_\_\_\_Yes** | **\_\_\_\_\_\_No** |
| **If Yes, When?** | **From\_\_\_\_\_\_** | **To\_\_\_\_\_\_\_** |

**Referral Source: How did you learn about Development Homes, Inc.?**

|  |  |
| --- | --- |
| **⁪** Newspaper ⁪ Radio ⁪ Job seekers website⁪ Development Homes Website | ⁪ Job Service ⁪ UND Dakota Student ⁪ TV : Commercial\_\_ Cable \_\_\_ If cable, what channel?\_\_\_\_⁪ Employee: Name of the DHI employee who referred you for employment? |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| High School Name or GED | Location | Did you graduate? | Degree or Major |
|  |  |  |  |
| Vocational/ College Name |  Location | Did you graduate? | Degree or Major |
|  |  |  |  |

**II. EMPLOYMENT EXPERIENCE HISTORY**

List below all present and past employment, beginning with your most recent, include any job-related military service assignment and volunteer activities going back at least 10 years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of Company**: | Dates employed: | Reason for leaving: | Supervisor: |
| Please note name if it was different during employment: |
| Job title/brief summary of duties: |
| May we contact for a reference? ⁪ Yes ⁪ No Phone Number: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of Company:** | Dates employed: | Reason for leaving: | Supervisor: |
| Please note name if it was different during employment: |
| Job title/brief summary of duties: |
| May we contact for a reference? ⁪ Yes ⁪ No Phone Number: |

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| --- | --- | --- | --- |
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| --- | --- | --- | --- |
| **Name & Address of Company:** | Dates employed: | Reason for leaving: | Supervisor: |
| Please note name if it was different during employment: |
| Job title/brief summary of duties: |
| May we contact for a reference? ⁪ Yes ⁪ No Phone Number: |

Work or Personal Experience related to the position for which you are applying for:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**III. BACKGROUND CHECKS AND REGISTRY INFORMATION**

**BACKGROUND CHECKS AND REGISTRY INFORMATION**

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| --- | --- | --- |
| **Have you ever been convicted of a misdemeanor or felony crime?**  | **\_\_\_\_\_Yes** | **\_\_\_\_\_\_No** |

If yes, give date(s), offense(s), and disposition.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*A conviction record will not necessarily be a barrier to employment.*

**Applicants will be screened for criminal convictions and sanctions through the North Dakota Office of Attorney General**

*If you are hired, continued employment is conditional, pending final results of background checks.*

**IV. TEAM MEMBER AVAILABILITY**

\*Please indicate the times **you are available** to work:

|  |
| --- |
| Monday |
| Tuesday |
| Wednesday |
| Thursday |
| Friday |
| Saturday |
| Sunday |

**V. References**

Please list three professional references that you have known for at least 1 year.

Please fill out all information *completely.*

1.

|  |  |
| --- | --- |
| Name: | Phone number: |
| Company and Address: |
| Relationship:  |

2.

|  |  |
| --- | --- |
| Name: | Phone number: |
| Company and Address: |
| Relationship:  |

3.

|  |  |
| --- | --- |
| Name: | Phone number: |
| Company and Address: |
| Relationship:  |

**APPLICANT’S STATEMENT**

I understand that the employer follows an “employment at will” policy, in that I or the employer, may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this “employment at will” policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief operating officer of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period 120 days; after that time, if I wish to be considered for employment, I must submit a new application. I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named herein, except my current employer if so noted, to provide any information requested regarding educational background, work experience, achievements, wage history, performance, attendance, personal history, character, personality, disciplinary information, and reason for separation from former employment. I also hereby release Development Homes, Inc, from all liability for damages or claims which may arise or result from any reference information gathered pursuant to this authorization.

 I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **EEO Data Reporting Form**Equal Opportunity Employer | Date of Application     |

The company is required by Federal law to maintain records as apart of its Affirmative Action Program. You are invited to answer the following questions. Refusal to answer these questions will not result in adverse treatment of any applicant. The information will be treated confidentially and will not be used in the employment process. The information on this form will not be made available to the hiring managers.

|  |  |  |
| --- | --- | --- |
| Last Name      | First Name      | Middle Name      |
| Position for which you are applying      | Sex (check appropriate box)M F[ ] [ ]  | Date of Birth      |
| Race (select the appropriate answer)Are you:[ ]  Hispanic[ ]  Latino[ ]  American Indian or Alaskan Native[ ]  Asian[ ]  Black or African American[ ]  Native Hawaiian or Pacific Islander[ ]  White[ ]  Two or More Races | Are you a covered Veteran[ ]  No[ ]  Yes |