



Welcome to Fraser, Ltd!! **Important!**

Please read before completing the application. We are glad that you are interested in working with us and we thank you for wanting to apply. Before you complete this application, please take a few minutes to review the following information. It may help you decide whether or not you are truly interested in working with children or adults with various needs.

We are the best Organization you could work for!

Please complete this application only if every one of the following applies to you:

- 1. You don't complain about the small stuff. You offer well thought-out caring ideas for things that matter.**
- 2. You have a great sense of humor.**
- 3. You really do value hard work.**
- 4. You take responsibility for your own behavior.**
- 5. Kindness is more than a word to you.**
- 6. Truthfulness and Honesty are among the highest on your list of things that matter to you.**
- 7. You care about the world around you.**

Now that you have read it once, we really do want you to read it again and sign below to show you have. This time we want you to think about each number as it stands alone. Take your time.

We're not perfect. We don't expect you to be. We have found, however, that persons falling short in the above areas don't do well at Fraser, Ltd. So please think before you complete this application. If after careful consideration you choose to fill it out, we really can't wait to meet you.

After completing, please return this application to the receptionist at Fraser, Ltd. or mail it to 2902 South University Drive, Fargo, ND 58103. Your application will be reviewed and if you meet qualifications we may contact you within 1 week of returning the completed application.

Printed Name

Signature

Date



2902 South University Drive • Fargo, ND 58103
 Telephone 701-232-3301
 Fax 701-237-5775
 E-Mail: fraser@fraserltd.org
 Website: www.fraserltd.org

EMPLOYMENT APPLICATION

DATE _____ POSITION APPLIED FOR _____

FULL NAME _____ TELEPHONE (____) _____

CELL PHONE (____) _____ EMAIL ADDRESS: _____

ADDRESS _____ CITY _____ STATE ____ ZIP _____

ARE YOU OVER AGE 18? Yes ___ No ___

EDUCATION:	HIGH SCHOOL	POST SECONDARY	POST SECONDARY
Name and Location of school			
Dates From and To:	TO	TO	TO
Date of Graduation			
Major Field of Study			
Cumulative GPA			

Military Service: Yes ___ No ___ If yes, which branch: _____ Status: _____

EMPLOYMENT HISTORY	CURRENT	PREVIOUS	PREVIOUS
Name and address of Firm/Agency			
Telephone #			
Dates of Employment (Month & Year)	TO	TO	TO
Supervisor's Full name			
Position Held			
Hourly Salary	\$	\$	\$
Reason for leaving			
Number of days absent			
Duties performed or attach resume			

If hired, what is your salary expectation? \$ _____

Will you work to fill shifts or overtime if asked? _____

When are you available to begin work? _____

In the event of an emergency whom do you wish us to contact:

Name _____ Relationship _____

Address _____ City _____ State _____ Telephone # _____

How did you hear about the position? ___ Newspaper ___ Internet ad ___ Radio ad ___ Word of Mouth
___ Other; Please Specify: _____

LIST THREE REFERENCES:

PROFESSIONAL

Name _____ Employed By _____ Telephone # _____

Position _____ Address _____ City _____ State _____

Name _____ Employed By _____ Telephone # _____

Position: _____ Address _____ City _____ State _____

PERSONAL

Name _____ Relationship _____ Telephone # _____

Address _____ City _____ State _____ How long have you known this person? _____

North Dakota State Century Code requires the completion of a criminal offense conviction reporting form. This form is required by all individuals listed below. **Please check the appropriate category:**

- 1. Individual members of the governing board;
- 2. Chief Executive Officer;
- 3. Any employee or agent who receives or disburses funds on behalf of the Board;
- 4. Any employee who provides any direct care to clients;

In the event of a conviction for a criminal offense, Fraser is by law required to report and validate this conviction with the State of North Dakota.

___ I have not been convicted of a criminal offense.

___ I have been convicted of a criminal offense. Type of Criminal Offense _____ Conviction Date _____

REFERENCE RELEASE FORM

By applying for a job at Fraser, which provides service to adults challenged with developmentally disabilities and children, I realize the agency must be selective of the people it hires. I understand that for Fraser and its personnel to make a knowledgeable decision as to my being hired, they must check with prior employers and other references.

Therefore, I consent to and authorize Fraser personnel to contact any or all the references I have listed regarding information concerning my ability to adequately perform the job requirements, and I know that a complete answer is important to my being hired. Thereby, I release and hold harmless all parties and persons connected with any request for information from all claims, liability, and damages for whatever reason arising out of furnishing the information.

If I have worked for any of my former employers under a different name, my name at that time was: _____

SIGNATURE

DATE

DRIVER'S LICENSE #: _____ Month/Year Initially Licensed: _____

DRIVER HISTORY:

1. List if you have ever been cited for any of the following violations while operating either your own personal automobile or those of others:

<u>KIND OF VIOLATION</u>	<u># OF TIMES</u>	<u>DATES</u>
Speeding	_____	_____
DUI	_____	_____
Reckless Driving	_____	_____
Other Moving Violations	_____	_____
(Specify) _____	_____	_____

2. How many accidents have you been in during the last five years (regardless of fault) while operating an automobile? _____

Give dates and explanation of each:

3. Have you ever had your Driver's License suspended? Yes ____ No ____

Date: _____ Reason: _____

4. Are you now required to file proof of insurance with the State Highway Department? Yes__ No ____

5. Do you have liability insurance on your personal automobile? Yes ____ No ____

Name of Insurance Company: _____

- * **PLEASE NOTE:** If hired, Fraser's insurance company will verify your driver's record in the state you hold your driver's license.
- * **PLEASE NOTE:** If hired, North Dakota Administrative Code 75-04-01-06 requires that Fraser conduct criminal background checks on all persons employed to work with individuals and to disclose that information to the Department of Human Services.
- * **PLEASE NOTE:** If hired, Fraser Ltd. will require that all new employees consent to submit to urinalysis and/or other tests as shall be determined by *Fraser Ltd.* in the selection process of applicants for employment.

I have read this application and declare that all the information provided on this application is true. Any falsification or misrepresentation will be sufficient grounds for my release from employment.

SIGNATURE

DATE