



16351 194 • Sentinel Butte, ND 58654
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HOME on the *Range*

"Providing a Catholic home to strengthen children and families today for a successful tomorrow."

APPLICATION FOR EMPLOYMENT

Date of Application: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Soc. Security #: _____

E-Mail Address: _____

Position Applying For: _____
_____ Business Office
_____ Social Work
_____ Dorm Staff
_____ Kitchen/Laundry/Housekeeping
_____ Farm/Ranch/ Maintenance
_____ Other: _____

Employment Condition: _____
_____ Full Time
_____ Part Time
_____ Seasonal/Temporary
_____ Other: _____

Are there times which you would not be available to work?

Have you ever applied at Home On The Range before? _____ Yes _____ No
If yes, when? _____

Have you ever been convicted of a crime? _____ Yes _____ No
If yes, explain: _____

BOARD OF DIRECTORS

- | | | | |
|--|---------------------|----------------------|---------------------|
| Bishop David D. Kagan, President | Mr. Shane Goettle | Mr. Greg Lardy | Dr. Russell Swagger |
| Rev. Gene E. Lindemann, Vice President | Mr. Rick Hanson | Ms. Marlo Nelson | Mr. Ron Zachmann |
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| Rev. Basil Atwell, OSB | Mr. Ralph Hilgemann | Mr. Bill Schmid | |
| Mr. Brad Gjermundson | Dr. Ralph L. Kilzer | Mrs. Annette Steffan | |



Fr. Elwood E. Cassidy *Founder*
Fr. William J. Fahlander *Superintendent Emeritus*
Jay Johnson *Executive Director*

EDUCATION

List school attended, dates enrolled, major/minor:

_____ Graduate School _____
_____ College/University _____
_____ Vocational _____
_____ High School _____

Degrees Earned: _____

EMPLOYMENT HISTORY

List current employer first. May we contact your present employer? ___ Yes ___ No

Employer: _____

Address: _____

Length of employment: Started _____ to _____

Title: _____ Hours/Week: _____ Salary: _____

Specific duties: _____

Supervisor: _____ Phone: _____

Reason for leaving: _____



Employer: _____

Address: _____

Length of employment: Started _____ to _____

Title: _____ Hours/Week: _____ Salary: _____

Specific duties: _____

Supervisor: _____ Phone: _____

Reason for leaving: _____



Please attach any employment history and training received, if applicable.

List any volunteer or unpaid work experiences you have had: _____

Are you willing to do shift work? _____ Yes _____ No

List any special training received: _____

Do you have a valid drivers license? _____ Yes _____ No

If no, explain: _____

Do you know any of the Home On The Range staff? _____ Yes _____ No

If yes, who? _____

What would you like to be doing five years from now? _____

What traits do you possess that would make you a productive member of the Home On The Range staff? _____

What do you consider to be your weak points in working with children and others? _____

What prompted you to apply at Home On The Range?

Home On The Range accepts children of all races, creeds and colors and employs staff without regard to their race, color, sex, age, religion, national origin or handicapped status. As a prospective employee, do you have any prejudices that would affect the way you treat the children placed here or the people you could possibly be working with? _____

In case of a medical emergency, who should be notified?

Name: _____ Relationship: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____

****Smoking is prohibited on all Home On The Range property.****

REFERENCES

Please list three people, other than relatives, who will accurately attest to your working abilities.

Name: _____ Occupation: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____

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Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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Name: _____ Occupation: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____

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I hereby certify that all information on this application is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I am aware that falsifications or misrepresentations may disqualify me from consideration from this and future positions of employment or, if hired, may be grounds for termination.

**UNSIGNED OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

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

**-An Equal Opportunity Employer-**