

State of South Dakota
EMPLOYMENT APPLICATION

Rev. 10/03

Instructions: Complete Section One and attach resume and/or complete remainder of application. Application must be postmarked within 24 hours after the closing date. You must submit a separate application for each job opening. For job information contact the Bureau of Personnel at (605) 773-3148, or the Job Line at (605) 773-3326, or at www.state.sd.us/jobs. You may submit your application **on-line**, **mail** it to the **Bureau of Personnel at 500 E Capitol, Pierre, SD 57501**, or **fax** it to **(605) 773-4344**. It is the applicant's responsibility to maintain an updated and accurate address on file with the Bureau of Personnel. **We will not resend or forward returned correspondence.**

SECTION 1 – REQUIRED INFORMATION

Requisition Number _____ Job Title _____	
Social Security Number _____ - _____ - _____	Name _____ Last First Middle
Mailing Address _____ Street/Avenue, Box, Apartment, Lot, or Trailer City State Zip+4 E-mail Address	
Telephone (H) _____ (W) _____	Are you under age 18? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a U.S. citizen or currently authorized to work in the United States on a full-time basis? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Note: The State of South Dakota does not sponsor or assist persons in their efforts to become authorized to work in the United States.	
Have you ever been convicted of or pled guilty or nolo contendere/no contest to any felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain: _____	
Note: A conviction will not automatically disqualify an applicant. The employer will consider the type and seriousness of the crime, the frequency of violations, the applicant's age at the time of conviction, and the date of conviction or time elapsed since the conviction or completion of any jail sentence in addition to other job-related criteria.	
Have you ever been employed by the State of South Dakota? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Veterans: To receive veteran's preference, you must submit your DD-214 and current VA disability certification (if applicable). If you are eligible you will automatically receive veteran's preference.	
List place of residence if different from mailing address: _____	
To receive disability preference, you must be certified by a state Rehabilitation Counselor and have a form on file with the Bureau of Personnel.	
May we contact your current employer regarding your qualifications prior to making an offer of employment to you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PROFESSIONAL REFERENCES – PLEASE INCLUDE NAME, ADDRESS, AND TELEPHONE NUMBER:	
1. _____	
2. _____	
3. _____	
By submitting this application, you are certifying that the information is true, correct, and complete to the best of your knowledge and belief. A false or misleading statement or intentional omission of relevant information is cause for disciplinary action, including termination of employment.	

SECTION 2 – EDUCATION

If all requested information is included on an attached resume, you do not need to complete this section.

Do you possess a high school diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	School Name/City/State _____
Name and Address of Post-Secondary School _____	
Dates Attended _____ to _____	Major _____ Minor _____
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of degree _____
Name and Address of Post-Secondary School _____	
Dates Attended _____ to _____	Major _____ Minor _____
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of degree _____
List all relevant licenses, certificates or registrations you possess (include expiration date, license number, and issuing state). Also, identify any other educational experiences or knowledge and skills that may be relevant to the position for which you are applying.	

SECTION 3 – WORK HISTORY

- If all requested information is included on an attached resume, you do not need to complete this section.
- Begin with your current or most recent position and work backwards; attach additional pages if necessary. DO NOT skip any employment.
- Include all paid experience; you may include non-paid experience if you feel it may be pertinent to this position.

Job Title _____	Dates: From _____	To _____
Employer _____	City/State _____	
Supervisor's Name/Title _____	Phone _____	
Reason for Leaving _____	Final Salary _____	
Duties performed and knowledge or skills gained from this experience		

Job Title _____	Dates: From _____	To _____
Employer _____	City/State _____	
Supervisor's Name/Title _____	Phone _____	
Reason for Leaving _____	Final Salary _____	
Duties performed and knowledge or skills gained from this experience		

Job Title _____	Dates: From _____	To _____
Employer _____	City/State _____	
Supervisor's Name/Title _____	Phone _____	
Reason for Leaving _____	Final Salary _____	
Duties performed and knowledge or skills gained from this experience		

Job Title _____	Dates: From _____	To _____
Employer _____	City/State _____	
Supervisor's Name/Title _____	Phone _____	
Reason for Leaving _____	Final Salary _____	
Duties performed and knowledge or skills gained from this experience		

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION STATISTICS

The State of South Dakota is an Equal Opportunity Employer.

The information below is required by state and federal regulations for statistical and affirmative action purposes and in no way influences employment prospects. This page is separated from your application immediately. The information is maintained confidentially and is not available to any employing agency. Your responses are voluntary.

Sex: Male Female

Birth Date: _____

Racial / Ethnic Group:

<input type="checkbox"/> (1) White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.	<input type="checkbox"/> (2) Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.	<input type="checkbox"/> (3) Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
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<input type="checkbox"/> (4) Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example: China, India, Japan, Korea, the Philippine Islands, and Samoa.	<input type="checkbox"/> (5) American Indian or Alaskan Native: All persons having origins in any of the peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
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Disability: Do you have a physical or mental impairment that limits one or more of your major life activities (e.g. walking, hearing, speaking, seeing, breathing, learning)? Yes No

Please help us provide the best service possible to our job applicants by answering the following questions. The information will not be shared with other agencies, but will be used to evaluate and improve our service. Thank you for your assistance.

How did you learn about this position? (Please check only one)

- 1 State Bureau of Personnel office
- 2 South Dakota Career Center Location _____
- 3 Other state department
- 4 Current state employee
- 5 School or University Location _____
- 6 Tribal or BIA employment assistance office
- 7 Friend
- 8 Internet
- 9 Television or radio
- 10 Newspaper
- 11 Other _____
- 12 Job Fair
- 13 State Recruiter _____

Were you treated courteously when requesting job information about state government? Yes No

Was the state job information readily available upon request? Yes No

Was the state job information easily understood? Yes No

If you answered "no" to any of the above, please explain.

In compliance with the Clery Disclosure of Campus Security Policy and Crime Statistics Act, each university governed by the South Dakota Board of Regents provides information on crime statistics, crime prevention, law enforcement, crime reporting, and other related issues on their respective campus. This information is available at the following websites and/or campus locations: BHSU <http://www.bhsu.edu/resources/facilitieservices/security/security.htm>, DSU http://www.departments.dsu.edu/instrcs/crime_statistics.htm#Crime_Statistics.htm, NSU http://www.northern.edu/studentlife/crime_stats.html, SDSMT http://www.hpcnet.org/cgi-bin/global/a_bus_card.cgi?SiteID=352153, SDSU <http://www3.sdstate.edu/studentlife/safetysecuritybulletin/index.cfm>, & USD <http://www.usd.edu/publicsafety/crimeinfo/stats.cfm>

Thank You

**DO NOT
WRITE
ON THIS PAGE**