ADDENDUM TO APPLICATION FOR EMPLOYMENT

North Dakota Department of Transportation, Human Resources
SFN 18859 (Rev. 06-2009)

Name (Last, First, Middle Initial)			Date	Business Telephone Number
Mailing Address	City	State	Zip Code	Home Telephone Number

This form **must** be completed and submitted with the State of North Dakota Application for Employment form (SFN 10950). Completion of the Application for Employment does not mean that you will be granted an interview. The Department reserves the right to limit the number of applicants referred by employment agencies or placement services. And, can limit the number of applicants interviewed for any position.

DO NOT X OR P, INITIAL ONLY

1. **Initial** each line to indicate authorization.
   APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THIS AUTHORIZATION.

   _____ I understand and agree that all information furnished in my application and during the interview may be verified by NDDOT.
   _____ I authorize all individuals and organizations named or referred to and any law enforcement organizations to give NDDOT all information relative to such verification.
   _____ I hereby release such individuals, organizations and NDDOT from all and any liability for any claim or damage resulting therefrom.

2. Are you at least 18 years of age? ☐ Yes ☐ No

3. Date you could begin employment?

4. A final transcript is required for all positions that require college education. **The transcript must be submitted with the application.**

5. **To be granted veterans preference, the required forms, letters, or certificates must be submitted with the application.**

6. Driving records of potential employees will be reviewed when the position requires a drivers license.

State licensed in:	License number:

No person will be hired for a position which requires a drivers license if any of the following apply:

1. Driver's license is suspended, revoked, or canceled in any state, including CDL restrictions if a CDL is required for the position.
2. Driving record shows **two or more** convictions within a three-year period prior to the date of application for the following:
   i. Driving with a suspended, canceled, or revoked license
   ii. Fleeing in motor vehicle from law enforcement officers
   iii. Driving or being in actual physical control of a vehicle under the influence of alcoholic beverages or controlled substances with a blood alcohol content of 0.08 percent or more

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7. Please complete this section after reading the Minimum Qualifications and Summary of Work sections on the job announcement. **It is highly recommended, and in your best interest, to use this opportunity to tell us why you are the best candidate for the position.**

The North Dakota Department of Transportation makes every practical effort to ensure its employment process is readily accessible to persons with disabilities. Before applying, persons with disabilities should follow instructions on the job announcement regarding how to discuss any special provisions needed for applying or interviewing.

The North Dakota Department of Transportation is an equal employment opportunity employer, and does not discriminate on the basis of race, color, national origin, sex, religious opinions or affiliations, age, disability, political opinions or affiliations, or status with respect to marriage or public assistance in employment or the provision of services.

POLICY OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY

The North Dakota Department of Transportation does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

Our Civil Rights Division, 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, 701-328-2576, TTY, 701-328-4156, has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions for the Americans with Disabilities Act and the rights provided thereunder, are available from our Civil Rights Division.