UNIVERSITY OF NORTH DAKOTA
HUMAN RESOURCES

Internal Application for Reduction in Force

Applicant Information

Full Name: _____

Last   *First*   *M.I.*

Address: _____

Street Address   *Apartment/Unit #*

_____

City   *State*   *ZIP Code*

_____

Phone Number: _____   EMPL ID: _____

UND Internal Employment Preferences

Candidates may be considered for any jobs for which they are qualified in all departments, if desired.

Please list any specific departments that you are interested in working for: _____

_____

UND Employment Information

Please list your UND experience here, starting with your most recent position.

Job Title: _____   Start Date: _____

Department: _____   Supervisor's Name: _____

Job Duties:

_____

_____

_____

Job Title: _____   Start Date: _____

Department: _____   Supervisor's Name: _____

Job Duties:

_____

_____

_____

UND Employment Information Continued

Job Title: _____ Start Date: _____

Department: _____ Supervisor's Name: _____

Job Duties:

_____

_____

_____

Additional Skills

☐ Outlook ☐ Excel ☐ Access

☐ Word ☐ PowerPoint ☐ Perceptive Content/ ImageNow

☐ Famis ☐ Qualtrics ☐ JobX

☐ PeopleSoft ☐ Other_____ ☐ Other_____

    ☐ Finance
    ☐ Student
    ☐ HRMS

Education

High School Attended:_____

College/ University/ Technical Schools Attended:_____

Major Area of Study:_____ Minor Area of Study:_____

Type of Degree Received:_____ Date Graduated:_____

Applicants Acknowledgment and Agreement

Filling out this application does not mean that a position is available or that a job will be offered. Refusal of an offered position may affect unemployment benefits. I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of consideration.

_____   _____

Employee Signature   Date

Please forward completed application and resume to Peggy Varberg, HR Manager at peggy.varberg@und.edu or Twamley Hall Room 313, Human Resources, Mail Stop 7127.