

# Bismarck-Mandan Convention and Visitors Bureau Job Application



Please return to: BMCVB, 1600 Burnt Boat Drive, Bismarck, ND 58503 or specific email, if requested.  
Phone: (701) 222-4308

Position Applying For: \_\_\_\_\_

How did you hear about this position? (Referral, Job Service, Facebook, etc.) \_\_\_\_\_

## Applicant Information:

Last Name	First Name	Phone (   )
Address		Other Phone (   )
City	State	Zip

## Education (please list high schools, universities, technical colleges or special training that you have attended, starting with the most recent):

Name of Institution	Year started	Year finished	Area of Study	Diploma or Degree

## Experience (please describe your three most recent job positions, starting with the most recent):

Most Recent Employer's Name	Supervisor's Name	Supervisor's Phone (   )		Start Date
Employer's Address	City	State	Zip	End Date
Reason for Leaving				
Job Title				
May we contact your present employer (check one):      YES      NO      Not Applicable				
Previous Employer's Name	Supervisor's Name	Supervisor's Phone (   )		Start Date
Employer's Address	City	State	Zip	End Date
Reason for Leaving				
Job Title				

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Employer's Address	City	State	Zip	End Date
Reason for Leaving				
Job Title				

**References** (please list three professional references not related to you, with full name, address, phone number and relationship. If you don't have three professional references, list personal, unrelated references):

Name	Address, City, State, Zip	Phone	Relationship
		(    )	
		(    )	
		(    )	

**Please read the following before signing:**

By signing below, you agree that the information provided in this application is accurate and true to the best of your knowledge and that the employer, the Bismarck-Mandan Convention & Visitors Bureau, may verify with other sources any statements made in this application. Also, this application does not constitute a contract between the applicant and the employer. Any employment offered is considered at-will and either party may end the employment at any time.

Employment offers are conditional and pending the results of a criminal record check.

I understand that if offered employment, I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

I certify that I have read and agree with the statements mentioned above.

**Please sign below:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date