

District 6 HRDC
300 1st Avenue North, suite 203
Lewistown, Montana 59457
406-535-7488

APPLICATION FOR EMPLOYMENT

Application must be completely filled out and accompanied with a cover letter and resume.
This application is good for 90 days only. Consideration for employment after 90 days requires a new application.

Position(s) Applied For _____ Date _____

How Did You Learn About Us?

Advertisement Relative Inquiry
 Employment Agency Friend Other _____

PERSONAL INFORMATION

Name _____ Phone _____

Address _____

City _____ State/Zip _____

Message Phone _____ E-mail _____

GENERAL INFORMATION

Type of employment desired: Full-time Part-time Temporary Seasonal

On what date would you be available to work? _____

Do you need an accommodation to participate in the application or interview process? Yes No

If yes, describe: _____

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodations)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodations, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's essential functions to respond

Driver's license number required:

Driver's license number _____ State: _____

Are you over 18 years of age? Yes No If no, please list your age. _____

Do you have any relatives employed by this facility? Yes No If yes, name of relative. _____

Are you legally eligible for employment in the United States? Yes No

During the last ten years, have you ever been convicted of a crime other than a minor traffic offense? Yes No

If yes, please explain: _____

A "yes" answer will not automatically disqualify you from employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.

**District 6 HRDC IS AN EQUAL OPPORTUNITY EMPLOYER.
WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN,
MARITAL STATUS, MILITARY STATUS, OR DISABILITY.**

EDUCATION

| TYPE OF SCHOOL | NAME OF SCHOOL | LOCATION (Complete Address) | CIRCLE LAST GRADE/YEAR COMPLETED | MAJOR & DEGREE |
|--------------------------|----------------|--------------------------------|----------------------------------|----------------|
| High School | | | 10 11 12 | |
| College | | | 1 2 3 4 | |
| College | | | 1 2 3 4 | |
| Business or Trade School | | | 1 2 3 4 | |
| Business or Trade School | | | 1 2 3 4 | |

ADDITIONAL INFORMATION

Skills and Qualifications. Summarize any training, skills, and areas of specialization or major interest that may qualify you as being able to perform job-related functions in the position for which you are applying. Include any computer, business equipment, or industrial equipment operated.

United States Military Training. Summarize any job-related training you received in the United States military.

Professional Licenses and/or Certifications.

If licensed, registered or certified, list:

Type: _____ State Issued: _____ Date Issued: _____ No.: _____

Type: _____ State Issued: _____ Date Issued: _____ No.: _____

EMPLOYMENT HISTORY

Please fill this section out completely and do not write, "see resume." Begin with your most recent employment.

| COMPANY | Name | Address |
|--|-------|---------|
| _____ | _____ | _____ |
| Job Description (duties, skills, equipment used) _____ | | |
| _____ | | |
| _____ | | |
| Dates of employment: Start ___ / ___ / ___ End ___ / ___ / ___ Starting Salary _____ | | |
| Ending Salary _____ Reason for leaving _____ | | |
| Person to Contact _____ Phone Number _____ | | |

| COMPANY | Name | Address |
|--|-------|---------|
| _____ | _____ | _____ |
| Job Description (duties, skills, equipment used) _____ | | |
| _____ | | |
| _____ | | |
| Dates of employment: Start ___ / ___ / ___ End ___ / ___ / ___ Starting Salary _____ | | |
| Ending Salary _____ Reason for leaving _____ | | |
| Person to Contact _____ Phone Number _____ | | |

| COMPANY | Name | Address |
|--|-------|---------|
| _____ | _____ | _____ |
| Job Description (duties, skills, equipment used) _____ | | |
| _____ | | |
| _____ | | |
| Dates of employment: Start ___ / ___ / ___ End ___ / ___ / ___ Starting Salary _____ | | |
| Ending Salary _____ Reason for leaving _____ | | |
| Person to Contact _____ Phone Number _____ | | |

If you need additional space, please continue on a separate sheet of paper.

If you do not want us to contact any of the above listed current or former employers, please list below and state the reason you do not want each contacted.

REFERENCES

Professional References: Give three references who are not relatives or former employers.

| Name | Address | Phone Number |
|-------|---------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with **District 6 HRDC** is true, complete and correct. If any information provided by me is found to be false, incomplete or misrepresented in any respect, it will be sufficient cause to cancel further consideration of this application, or immediately discharge me from District 6 HRDC service, whenever it is discovered.

I expressly authorize **District 6 HRDC** and its agents, without reservation, to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information regarding me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding **District 6 HRDC** or its agents for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that **District 6 HRDC** does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that completion of this Application for Employment does not guarantee that **District 6 HRDC** has employed me.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Date: ____/____/____ Signature _____

District 6 HRDC is an Equal Opportunity Employer.