



400 East Front Street
Butte, MT 59701
(406) 723-4368
(800) 446-4018

Application for Employment

Date: _____

Personal Information

Name: _____ Social Security Number: _____

Present Address: _____
Street City State Zip Code

Home or nearest phone: _____ How long have you lived at above address? _____

Previous Address: _____ How long did you live there? _____
Street City State

Are you over the age of 18? _____ If no, employment is subject to verification that you are of minimum legal age.

What languages can you speak fluently? _____

Employment Information

Position applying for: _____ Date available for work: _____

Shift preference: 1st 2nd 3rd What salary do you expect? _____

Type of employment: Full Part Temporary

What days and hours if part time? Days? _____ Hours? _____

Have you ever applied for a job with us before? Yes No

Have you ever worked for us before? Yes No

Have you ever been bonded? Yes No Have you ever been refused a bond? Yes No

 If so state reason and date: _____

Have you ever been convicted of any crime other than a minor traffic violation? Yes No

 If yes, state date, court, and place where offense occurred: _____

Have you ever been discharged or requested to resign from a position? Yes No

 If so explain: _____

Does your present employer know of your plans to change employment? Yes No

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

How much time have you lost from work during this past year? _____

List any moving violations within the last 3 years. _____

Are there any other experiences, skills, or qualification which you feel would especially fit you with this organization? _____

Education Information

Schooling	Years Completed	Degree Received/ Major Subject	Name of School	Location	Did You Graduate?
Grammar or High School					
College					
Trade, Bus., other					

Describe any other specialized or professional training (e.g. business, technical, or nursing school). Include study courses given through public or private employment. State whether degree or certificate received.

Military Service Record

Were you in the U.S. Armed Forces? Yes No If yes, what branch? _____
Dates of Duty: From: _____ To: _____ Rank at Discharge: _____
List duties in the service including special training: _____

Prior Work Record

Start with most recent Employer

1- Name / Address _____ Phone _____

A. Immediate Supervisor (name and position) _____

B. Your Job Title and Duties _____

C. Reason for Leaving _____

D. Dates of Employment From: _____ To: _____

E. Starting Rate \$ _____ Ending Rate \$ _____

2- Name / Address _____ Phone _____

A. Immediate Supervisor (name and position) _____

B. Your Job Title and Duties _____

C. Reason for Leaving _____

D. Dates of Employment From: _____ To: _____

E. Starting Rate \$ _____ Ending Rate \$ _____

3- Name / Address _____ Phone _____

A. Immediate Supervisor (name and position) _____

B. Your Job Title and Duties _____

C. Reason for Leaving _____

D. Dates of Employment From: _____ To: _____

E. Starting Rate \$ _____ Ending Rate \$ _____

May we contact the employers listed above? _____ If not, indicate by NO which one(s) you do not wish us to contact.

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record any investigative or credit agents of bureaus of your choice.

In making this application for employment I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a willing request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigative consumer report.

I understand that employment at this organization is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time.

I authorize the use of any information in this application, and my statements, and I authorize the past employers, doctors, references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damage on account of having furnished such information

Signature of Applicant: _____ Date: _____