

MontanaTech

THE UNIVERSITY OF MONTANA

Application for Employment

PLEASE PRINT IN INK OR TYPE:

Last Name	First Name	Initial	Date
Address-No. and Street			City, State and Zip Code
Telephone Numbers:			
Work			
Home			
May we contact you at your place of employment?		Yes	No
Are you lawfully employable in the United States?		Type of Work Desired:	
Yes No		_____	
If not a citizen, please indicate type of visa:		Full-Time	Part-Time
Have you ever been employed here before?		Yes	No If yes please fill out:
Dates: From	To	Department	Name of Supervisor
Do any of your relatives or friends work here?		Yes	No if yes, please fill out:
Name	Department	Relationship	
Have you ever been convicted of a misdemeanor or felony?		Yes	No
Note: A conviction will not necessarily bar you from employment. Each conviction is judged on its own merits with respect to time, circumstances and seriousness.			
Are you able to perform the requirements of the position?		Yes	No If no please explain

An Equal Opportunity/Affirmative Action Employer

As an Affirmative Action-Equal Opportunity Employer, Montana Tech of The University of Montana encourages applications from minorities, women, handicapped and veterans and pledges not to discriminate in its employment practices in regard to these factors. Applicant access to the Personnel Office delimited by physical disability will be accommodated (call 496-4280).

EDUCATION AND TRAINING

School Name & Location	Number of Years Completed	Major Course of Study	Diploma or Degree
High School			
College or University			
Other (Specify)			
List Trade or Professional Organizations of which you are a member, including office held:			

List Professional Licenses and Certifications you consider significant. List specialized training, if appropriate, e.g., typing or shorthand (include years of study), or office machines, apprenticeships, or skills not indicated already:			

EMPLOYMENT EXPERIENCE

Begin with your present or most recent job and list your work experience in reverse order. Include military service and any volunteer work which has provided experience that would help you qualify, list each promotion as a separate position. Employment experience may be submitted on an attached resume.

Name and Complete Address of Employer	Type of Business _____ Avg. hrs. per week _____ Salary _____.
Date of Employment	
Beginning Date	Mo. Day Year TO Mo. Day Year
Name of Immediate Supervisor –Phone #	Is/Was this position Full-Time Part-Time Volunteer
Describe your duties in detail (Job title, knowledge, skills, etc.)	

Reason for Leaving:	

Name and Complete Address of Employer	Type of Business _____ Avg. hrs. per week _____ Salary _____.
Date of Employment	
Beginning Date	Mo. Day Year TO Mo. Day Year
Name of Immediate Supervisor –Phone #	Is/Was this position Full-Time Part-Time Volunteer
Describe your duties in detail (Job title, knowledge, skills, etc.)	
