

GALLATIN COUNTY, MONTANA APPLICATION FOR EMPLOYMENT

Instructions:

- A. Complete this application by typing or printing in ink. An application tailored to the position is to your advantage.
- B. If a question does not apply to you, write "N/A"
- C. The Application form is reviewed separately from any other materials submitted and will be used to evaluate your qualifications for this position. Therefore, you must answer all questions rather than referring to your resume or other materials you may have submitted.
- D. **You may attach additional sheets, if necessary. If you do so, make reference to the item number you are addressing.**
- E. The County makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the County to consider any such accommodation, the applicant must make known any needed accommodation.
- F. If you are submitting your application electronically, **type** your name in the signature field.
- G. **INCOMPLETE applications, including those that do not follow the instructions, will NOT be considered.**

1. APPLICANT IDENTIFICATION

Name _____
Last name
First name
Middle initial

Mailing Address _____
Address
City
State
Zip

Phone Numbers _____
Home Phone
Cell Phone
Work Phone

Email Address _____

2. EXACT TITLE OF POSITION APPLYING FOR _____

3. DRIVER'S LICENSE

Do you have a valid Driver's License? Yes No If **Yes**, in which State? _____

Commercial Driver's License? Yes No If **Yes**, specify Type _____

Class _____ Hazardous Material? Type _____ Airbrakes?

4. EDUCATION

	Name & Address of School	Course of Study	Check last year completed	Did you graduate?	Diploma or Degree
High School			1 2 3 4 5	Yes No GED	
Vo-Tech School			1 2 3 4 5	Yes No	
College/ University			1 2 3 4 5	Yes No	
Graduate/ Professional			1 2 3 4 5	Yes No	

5. OTHER TRAINING List other schools or training that will help you qualify for this position.

Training Site/ Provider Name and Location	Dates Attended	Completed?	Course Title/Description	Total Hours
	From: To:	Yes No		

6. LICENSES, REGISTRATION or CERTIFICATES (CPA, PE, etc.)

Name and complete address of Licensing Agency	Type of License	Endorsement/Restriction (if applicable)	Date Licensed	Expiration Date (if applicable)

7. IF APPLYING FOR SKILLED CRAFT JOBS: Are you a recognized Journey level worker? Yes No
 If **Yes**, craft or trade _____ Received when? _____

8. SKILLS Check all skills you possess.
 Keyboarding/Typing Data Entry 10-Key Word Excel Outlook Internet Explorer
 Other software/technology _____

9. AVAILABILITY

- a. Date you are available to start work _____
- b. Will you accept Full Time Part Time (less than 40 hours per week)?
- c. Are you available to work all shifts? (including nights, weekends, holidays and rotating shifts)
 Yes No If **No**, indicate below all days and times you are **NOT** able to work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

10. REFERENCES

- 1) Name _____ Title _____
 Address _____ City _____
 State _____ Zip _____ Phone _____
- 2) Name _____ Title _____
 Address _____ City _____
 State _____ Zip _____ Phone _____
- 3) Name _____ Title _____
 Address _____ City _____
 State _____ Zip _____ Phone _____

11. WORK EXPERIENCE

- ▶ List your most recent employment first
- ▶ List every job held during the past seven years
- ▶ List each promotion as a separate position
- ▶ Account for all gaps in employment

You should also include any other experience (e.g. military or volunteer work) that you have which is relevant to the position for which you are applying. **If the space provided is not adequate, you may respond to this section on a separate sheet of paper** if all questions in the blocks are answered and the same format is followed.

This information must be completed even if a resume or other application materials are submitted.

NOTICE TO APPLICANTS: Information that you provide on this application is subject to verification. Previous employers may be contacted as references and for verification.

Do you want to be informed before we contact your current employer? **Yes** **No**

Position/Title _____		From (mm/yy) _____	To (mm/yy) _____
Employer _____		Phone _____	
Address _____		City _____	State _____ Zip _____
Salary _____	Full Time	Part Time	Hours/week _____
Supervisor's Name & Title _____		Phone _____	
Describe your duties (<i>knowledge, skills, abilities required, employees supervised or accomplishments</i>):			
Reason for leaving: _____			
May we contact this employer?		Yes	No

Position/Title _____		From (mm/yy) _____	To (mm/yy) _____
Employer _____		Phone _____	
Address _____		City _____	State _____ Zip _____
Salary _____	Full Time	Part Time	Hours/week _____
Supervisor's Name & Title _____		Phone _____	
Describe your duties (<i>knowledge, skills, abilities required, employees supervised or accomplishments</i>):			
Reason for leaving: _____			
May we contact this employer?		Yes	No

Position/Title _____		From (mm/yy) _____	To (mm/yy) _____
Employer _____		Phone _____	
Address _____		City _____	State _____ Zip _____
Salary _____	Full Time	Part Time	Hours/week _____
Supervisor's Name & Title _____		Phone _____	
Describe your duties <i>(knowledge, skills, abilities required, employees supervised or accomplishments)</i> :			
Reason for leaving: _____			
May we contact this employer?		Yes	No

Position/Title _____		From (mm/yy) _____	To (mm/yy) _____
Employer _____		Phone _____	
Address _____		City _____	State _____ Zip _____
Salary _____	Full Time	Part Time	Hours/week _____
Supervisor's Name & Title _____		Phone _____	
Describe your duties <i>(knowledge, skills, abilities required, employees supervised or accomplishments)</i> :			
Reason for leaving: _____			
May we contact this employer?		Yes	No

Position/Title _____		From (mm/yy) _____	To (mm/yy) _____
Employer _____		Phone _____	
Address _____		City _____	State _____ Zip _____
Salary _____	Full Time	Part Time	Hours/week _____
Supervisor's Name & Title _____		Phone _____	
Describe your duties <i>(knowledge, skills, abilities required, employees supervised or accomplishments)</i> :			
Reason for leaving: _____			
May we contact this employer?		Yes	No

12. MILITARY Do you have military experience? Yes No
 If **Yes:** Entry Date _____ Separation Date _____
 Branch of Service _____ Rank at Separation _____

13. HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH GALLATIN COUNTY? Yes No
 If **Yes:** Date(s) applied _____
 Position(s) applied for _____

14. HAVE YOU EVER WORKED FOR GALLATIN COUNTY? Yes No
 If **Yes:** Date(s) _____
 Position(s) _____

15. ARE YOU RELATED TO ANYONE CURRENTLY WORKING FOR GALLATIN COUNTY? Yes No
 If **Yes,** provide name, department and relationship (include in-laws): _____

16. LIST ANY CRIMINAL CONVICTIONS YOU HAVE HAD AS AN ADULT (including traffic violations)
(Do not include parking tickets. An affirmative answer will not automatically disqualify you from being considered as a candidate for employment) If **Yes,** give when, where and the disposition of each case:

MONTANA PREFERENCE ACTS

If you are claiming preference under Montana Veterans' Employment Preference Act or Handicapped Persons' Employment Preference Act, complete the following (documentation required):

To claim **Veterans' Employment Preference**, you must be a U.S. citizen **and** (check one of the boxes below):

- A Veteran separated under honorable conditions.
- A Disabled Veteran separated under honorable conditions.
- The spouse of a disabled veteran if the veteran's disability prevents him/her from working.
- The unremarried surviving spouse of a veteran or disabled veteran.
- The mother of a veteran, if the veteran lost his/her life under honorable conditions while serving in the Armed Forces, OR has a service-connected, permanent and total disability.

You may claim **Handicapped Persons' Employment Preference** as (check one of the boxes below):

- A handicapped person certified by SRS.
- The spouse of a totally (100%) disabled person certified by SRS.

If you checked one of the above boxes for **Handicapped Persons' Employment Preference**, are you a Montana resident?

Yes No If **Yes,** date residency established _____

APPLICANT CERTIFICATION

Incomplete or unsigned applications WILL NOT be considered!

I hereby certify that all information on this application and all attached materials are true, correct and complete to the best of my knowledge and contain no falsifications or misrepresentations. I am aware that falsifications or misrepresentations may disqualify me from consideration for employment or, if hired, may be grounds for termination at a later date.

I have attached the following additional materials (*check all that apply*):

Resume

Application Supplement

Transcripts

DD-214

SRS Certification

Additional Work Experience forms – number of pages _____

Other (list) _____

Signature _____

Date Signed _____