MONTANA HIGH SCHOOL ASSOCIATION

1 SOUTH DAKOTA AVENUE

HELENA, MT 59601

(406) 442-6010

## APPLICATION FOR EMPLOYMENT

# Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  |  |  |
|  | Last | First | Middle  |
| Present Address: |  |
|  |  |  |  |
|  | City | State | Zip |
| Daytime Phone: |  |  | Email: |  |
| Evening Phone: |  |  |  |

# Related Information

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Application: |  | Position: |  |
| How did you learn of this position? |  |
| Date you can start: |  |  | Salary desired: |  |
| Are you employed now? |  |  | If so, may we contact your employer? |  |

# Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name and Location of School | YearsAttended | DateGraduated | Degree orCertificate |
| High School |  |  |  |  |
| College |  |  |  |  |
| Trade orBusiness School |  |  |  |  |

# Skills

|  |  |
| --- | --- |
| Computer Experience: Yes [ ]  No [ ]  WPM:  | Bookkeeping Experience: Yes [ ]  No [ ]  |
| List all computer software with which you are experienced:  |  |
|  |
| List other office skills or related experience: |  |
|  |
|  |

# Former Employers Please list your former employers, starting with the most recent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date(Month/Year) | Name and Address of Employer | Salary Range | Position | Reason forLeaving |
| From      To       |  |  |  |  |
| From      To       |  |  |  |  |
| From      To       |  |  |  |  |
| From      To       |  |  |  |  |

# References Please list three personal references (please do not include relatives).

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address / Phone | Relationship | Years Acquainted |
| 1.       |       |       |       |
| 2.       |       |       |       |
|  3.       |       |       |       |

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS COULD BE CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT THE EMPLOYMENT RELATING TO THIS APPLICATION IS FOR NO DEFINITE TIME PERIOD.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **For Office Use**

Interviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Remarks**: |
|  |
|  |
|  |
|  |
|  |