



Name: _____
 Last, First, M.I.

Academic Support Center
 Montana State University-Billings
 1500 University Drive
 Billings, MT 59101
 Phone: 406-657-1641
 Fax: 406-657-2328

**APPLICATION FOR EMPLOYMENT FOR PART-TIME INSTRUCTORS
 AND PROFESSIONAL (DEGREED) TUTORS**

Personal Information

Name _____ Phone: _____
 Address _____ City/State/Zip Code _____
 Subject(s) for Which You Are Applying to Tutor/Teach: _____

Can you show proof of your eligibility to work in the U.S? Yes No

Educational Attainment			
Level	Name and Location (City/State)	Course of Study	Completed Degree
Last High School Attended			
College or University			
Graduate School			
Business or Vocational			
Other (Please Specify)			

Are you currently enrolled as a student at Montana State University-Billings? Yes No

Professional licenses or certificates:

Name: _____

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Have you ever been employed by Montana State University-Billings? Yes No

If yes, in what department? _____ Dates of Employment: _____

Name of Supervisor: _____

EMPLOYMENT RECORD

Begin with your present job, and list your employment in reverse order for the last five (5) years. Include military service. (Attach additional sheet if necessary. *Your resume may be substituted for this section.*)

Where Employed, including Supervisor Name, Title and Phone Number	Job Title and List of Duties	Mo/Yr Start	Mo/Yr End	Reason For Leaving

If there are references other than immediate supervisors whom you would like the University to contact, please indicate below:

Name and Title	Company and Address	Telephone No. & E-Mail

Name: _____

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Describe other **relevant** experiences not listed above (such as volunteer work, professional associations, etc.)

Indicate special **relevant** qualifications, such as typing or shorthand speed, kinds of equipment or machines you can operate, specialized training, foreign language ability, honors, awards or fellowships

Have you been convicted of a felony within the last seven (7) years? (Convictions will not necessarily disqualify an applicant from employment.) Yes* No *If yes, please explain on a separate piece of paper.

I hereby authorize Montana State University-Billings to make inquiries with any or all of my former and current employers concerning my record. I hereby certify that this application is true and complete. I am aware that any falsification or misrepresentation may disqualify me from any employment with Montana State University-Billings.

Signature

Date

Please print, sign and submit the hard copy application with a copy of your transcript and resume to the Academic Support Center, Montana State University-Billings, 1500 University Drive, Billings, MT 59101.

MONTANA STATE UNIVERSITY-BILLINGS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/ADA EMPLOYER

Pursuant to title VII of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, Executive Order 11246 as amended, Vietnam era and Disabled Veterans Act, as amended, and the Montana State Human Rights Act—Montana State University-Billings has a policy of nondiscrimination in employment practices and in admissions, access to and conduct of educational programs and activities. Discrimination is prohibited on the basis of race, sex, color, national origin, religion, age, disability, or marital status. Any student, employee, applicant for admission or employment may file a discrimination grievance. Inquiries or grievances should be directed to the Human Resources/EEO-AA Director in McMullen Hall Room 310, phone 406-657-2278.