

Name: \_\_\_\_\_

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Human Resources/EEO-AA Office
Montana State University-Billings
1500 University Drive
Billings, MT 59101-0245
Phone: (406) 657-2278 (Voice/TDD)
Fax: (406) 657-2120
www.msubillings.edu
employment@msubillings.edu

Access & Excellence

APPLICATION FOR EMPLOYMENT

- 1. Position applying for
2. Department
3. Name
4. Home Phone: Office:
5. Address
6. Zip Code
7. Can you show proof of your eligibility to work in the U.S? Yes No

Table with 4 columns: Level, Name and Location (City/State), Course of Study, Completed Degree. Rows include Last High School Attended, College or University, Graduate School, Business or Vocational, and Other (Please Specify).

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

10. Professional licenses or certificates:

Empty rectangular box for professional licenses or certificates.

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

If yes, in what department? Dates of Employment:

Name of Supervisor:

Name: \_\_\_\_\_

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12. **EMPLOYMENT RECORD.** Begin with your present job, and list your employment in reverse order for the last ten (10) years. Include military service. (Attach additional sheet if necessary)

| Where Employed and Name, Title and Phone Number of Supervisor | Title of job and duties | Mo/Yr Start | Mo/Yr End | Reason For leaving |
|---|-------------------------|-------------|-----------|--------------------|
|   |                         |             |           |                    |
|   |                         |             |           |                    |
|   |                         |             |           |                    |
|   |                         |             |           |                    |
|   |                         |             |           |                    |

13. 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 |
|----------------|---------------------|------------------------|
|                |                     |                        |
|                |                     |                        |
|                |                     |                        |

14. Describe other **relevant** experiences not listed above (such as volunteer work in community or civic activities)

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|  |
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**Nam**

**e:** \_\_\_\_\_  
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15. 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

16. 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.

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*Signature*

*Date*

**\*\*\* Please refer to job vacancy announcement for other required application materials.\*\*\***

**A separate application must be completed for each position that you chose to apply for at the university.**

After on-line form is completed, please print, sign and submit the hard copy application with attachments as appropriate to the Human Resources Office, Montana State University-Billings, McMullen Hall 310, 1500 University Drive, Billings, MT 59101-0298. An electronically submitted application will not be accepted.

**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.