

**2205 34th St**

**Missoula, MT 59801**

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**LAST NAME**       **FIRST NAME**       **MIDDLE INITIAL**

**CURRENT ADDRESS** **APT/UNIT#**

|  |  |
| --- | --- |
| Phone Number  Email Address  How did you learn about Missoula Works?  Position applying for (if applicable) | Date of Application |
| Date you are available to work | Years of work experience |
| Have you filed an application with us before? | If yes, give date |
| What position did you apply for at that time? | |



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| --- | --- | --- | --- |
| Do you have the legal right to work in the United States? | | | Yes No |
| Are you able, with or without reasonable accommodation, to perform the functions of the job for which you are applying? | | | Yes No |
| Have you ever been released or discharged from employment or resigned to avoid such  release or discharge? | | | Yes No |
| If yes, please explain, including date of discharge or resignation and reason for discharge or resignation: | | | |
| Are you a veteran? Yes No | Military Duties | Dates of Service | |

Have you ever been convicted of any offense that is a felony or involves any form of

violence such as assault, rape, child abuse, child molestation, extortion, blackmail,

coercion, embezzlement, fraud, stealing, robbery, blackmail or any crime that

involves drugs? Yes No

If yes, explain nature of crime, place and date

What is your current transportation: (Examples: Car, Truck, Bus, Walking, Bike)?

Days of week and hours you are available to work

Special considerations requested

|  |  |  |
| --- | --- | --- |
| Are you working at the present time? Yes No | If yes, where? | Phone # |
| May we contact your references, probation, parole officer and/or present employer, for recommendations? Yes No | | |
| If no, please explain | | |
| What is/are the reasons(s) for leaving your last/current position? | | |



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| --- | --- | --- | --- | --- | --- |
|  | **Name and Location** | **#Yrs** | **Major** | **Diploma /Degree**  **And Year** | **GPA** |
| **High School** |  |  |  |  |  |
| **College/Tech** |  |  |  |  |  |
| **Other**  **(Specify)** |  |  |  |  |  |

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| --- |
| **Professional/Licenses, Certificates, etc.** |



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| **Employer:** | **Type of Business:** |
| **Address:** | **Telephone Number:** |
| **Position Title:** | **Dates Employed:** |
| **Supervisor:** | **Title:** |
| **Describe Responsibilities and Duties – Be Specific** | |
| **Reason for Leaving:** | |

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| **EMPLOYMENT HISTORY** | |
| **Employer:** | **Type of Business:** |
| **Address:** | **Telephone Number:** |
| **Position Title:** | **Dates Employed:** |
| **Supervisor:** | **Title:** |
| **Describe Responsibilities and Duties – Be Specific** | |
| **Reason for Leaving:** | |

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| **SUMMARY OF OTHER WORK EXPERIENCE** (If necessary, attach separate sheet with all relevant work experience.) |
|  |



List three references who are persons qualified to attest to your fitness for the position you seek. Include persons for whom you have worked or those who know your ability and character.

|  |  |  |
| --- | --- | --- |
| **Name & Title** | **Company/Organization** | **Phone** |
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**APPLICANT AGREEMENT**



I certify that the answers given herein are true and complete to the best of my knowledge. I understand that omission and/or misrepresentation of material and information given on my application or interview(s) may result in refusal of or separation from employment with the MissoulaWorks Inc. I agree that employment shall be in all respects subject to the rules, regulations and policies of MissoulaWorks Inc.

I authorize and request any and all of my former employers and any other person to furnish to the MissoulaWorks Inc, or any agent acting on its behalf, any information they may have concerning my former employers, a history of my employment by them and the reasons for the termination thereof. Moreover, I hereby release each such employer and each such other person from any and all liability of whatsoever nature by reason of furnishing such information to MissoulaWorks Inc. or any agent acting on its behalf.

The undersigned applicant is hereby notified that MissoulaWorks Inc. may obtain an investigative background check for employment purposes. Such a report may include a background search and disclosure of criminal convictions. Applicant acknowledges that he/she is informed of his/her right to request, in writing within a reasonable period of time after receiving this notice, a complete and accurate disclosure of the background information obtained from such an investigation. Such disclosure will be mailed or otherwise delivered to applicant within five days from the date of the applicant’s written request or five days from the date the employer receives the background information, whichever is later. Such records will not necessarily preclude employment.

**Printed name** **Signature of applicant** **Date signed**

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for a position without regard to race, color, sex, national origin, age, marital status, religious preference, or presence of any physical or mental disability, except insofar as such factors are valid occupational qualifications.