

## Application for Employment

Name \_\_\_\_\_ Date of Application \_\_\_\_\_  
Last First Middle  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Social Security Number \_\_\_\_\_

**General Information:**

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? Yes  No

Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.)  No  Yes

If yes, explain \_\_\_\_\_

Do you have a valid driver's license? Yes  No

As part of the hiring process, a state of Montana motor vehicle record will be reviewed as required by our insurance company for eligibility of coverage on the Clausen and Sons' policy.

Are you willing to travel?  Yes  No

**Education & Training:**

Circle last grade completed- Grade 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4

Masters \_\_\_\_\_ Doctorate \_\_\_\_\_

Name & Address of School	Major Course Studied	Graduated or Degree (Y or N)	Average Grade
Last High School Attended/ Address:			
College or University Address:	2430 2nd Street West, Havre, MT 59501		
Other School (Technical, Vocational, Graduate, etc.) Address:	Phone: (406) 395-5400	Fax: (406) 395-5403	

**Skills:** Please list any skills you have that are appropriate for the position you are applying for: \_\_\_\_\_

If required, will you work? Rotating Shifts  Yes  No Saturdays  Yes  No  
 Overtime  Yes  No Sundays  Yes  No

State fully why you believe you are qualified for this position \_\_\_\_\_

**Date you can start**

/ /

**Interests/Accomplishments:** You may wish to list significant experience, interests & accomplishments gained while working as a volunteer or a hobbyist that may be useful in the position(s) you are seeking. Names or organizations designating religion, race, etc. need not be mentioned. \_\_\_\_\_

## Employment History

Starting with your most PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYMENT for at least the past THREE employers. If currently employed, may we contact your employer?  Yes  No

**Present or Most Recent Employer**

Full Name of Company				SALARY	EMPLOYED
				Begin/End	From To Mo/Yr Mo/Yr
Street Address	City	State	Zip		
Name & Title Supervisor			Title of Your Position		
List Jobs Held, Duties Performed, Skills Used, & Promotions While Employed at This Company.					
_____					
_____					
_____					

Full Name of Company				SALARY	EMPLOYED
				Begin/End	From To Mo/Yr Mo/Yr
Street Address	City	State	Zip		
Name & Title Supervisor			Title of Your Position		
List Jobs Held, Duties Performed, Skills Used, & Promotions While Employed at This Company.					
_____					
_____					
_____					

Full Name of Company				SALARY	EMPLOYED
				Begin/End	From To Mo/Yr Mo/Yr
Street Address	City	State	Zip		
Name & Title Supervisor			Title of Your Position		
List Jobs Held, Duties Performed, Skills Used, & Promotions While Employed at This Company.					
_____					
_____					
_____					

**References To Contact:** Please list at least 3 people who can accredit your job skills.

Name	Telephone Number
Name	Telephone Number
Name	Telephone Number

**READ CAREFULLY:** I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

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