

**APPLICATION FOR EMPLOYMENT**

Conditions of employment are stated at the end of this form.  
Please read carefully before you sign this application.  
(Application must be completed in full even if attaching a resume)

Date of Application \_\_\_\_\_

**PERSONAL**

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

Social Security Number: \_\_\_\_\_

Present Address: \_\_\_\_\_

How Long? \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Previous Address: \_\_\_\_\_

How long? \_\_\_\_\_

**GENERAL INFORMATION**

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States?

Yes \_\_\_ No \_\_\_

Have you ever been convicted of a crime or violation other than a minor traffic infraction?

Yes \_\_\_ No \_\_\_ If yes, please explain:

Have you ever been discharged from any employment or asked to resign?

Yes \_\_\_ No \_\_\_ If yes, please explain:

Please show the hours and days you are available to work:

Please circle: Mon Tues Wed Thurs Fri Sat Sun

Hours available: From \_\_\_\_\_ to \_\_\_\_\_

Note: Work schedules are based upon the needs of the business and may be subject to change on a weekly basis.

Wage expected: \$ \_\_\_\_\_

Date available for work: \_\_\_\_\_

### EMPLOYMENT HISTORY

Name and Address of Previous Employer	Period of employment	Complete the following	Reason for leaving
Employer	From	Kind of business	
Address	To	Position/Title	
City	Phone #	Name and Title of Supervisor	Salary
Explain Main Job Duties			

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## EDUCATION

Education/Type of School	Name and Address of School	Major Subject	Circle Last Year Attended	Graduated (please circle)	Title of Degree
High School			9, 10, 11, 12	Yes No	
College			1, 2, 3, 4	Yes No	
College			1, 2, 3, 4	Yes No	
Business/Trade School; other				Yes No	

### ADDITIONAL EXPERIENCE OR QUALIFICATIONS

List any other experience, skills or other qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like considered in connection with your application for employment.


Please list which specific computer programs (i.e. word processing, spreadsheet, etc.) you have used and indicate your skill level with each (beginner, intermediate, advanced):


### ATTENDANCE AND PUNCTUALITY INFORMATION

Consistent attendance and punctuality are essential requirements of every job. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with Montana PTA? If yes, please explain:


## PERSONAL AND BUSINESS REFERENCES

Name	Phone #	Nature of relationship
Address	City, state	How long known?

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## NOTIFICATION AND AGREEMENT

Please Read before signing

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of Montana PTA to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex and national origin, marital status, arrest record, expunged juvenile records, or pregnancy, and to afford equal opportunities to all individuals with a disability.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

I authorize you to communicate with persons listed as references, former employers, and any others with whom you desire to check. I agree to hold such persons harmless with respect to any information they may give about me.

If employed, I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on the Montana PTA.

If I become employed by Montana PTA, I agree to conform to the employment policies of the Montana PTA, and I understand that my employment and compensation can be terminated, with or without notice, at any time, at the option of the Montana PTA or myself

I understand that completion of the application for employment does not guarantee that I have been employed by the Montana PTA.

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation, deception, or false statement made in the Employment Application may result in my not being considered for employment, and if not discovered by the Montana PTA until after my becoming employed, is grounds for, and may result in my immediate termination.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

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Signature

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Date