



Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Position(s) Applied For:			Date of Application		
How did you hear about us?					
Last Name		First Name		Middle Name	
Address:	Number	Street	City	State	Zip
Telephone Number(s):			Social Security Number:		

Have you ever filed an application with us before? Yes No When? _____

Have you ever been employed by us before? Yes No When? _____

Do any of your friends or relatives, other than spouse, work here? Yes No

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
(Proof of citizenship or immigration status will be required upon employment.) Yes No

Date available for work ___/___/___ Desired salary range _____

Shifts available for work: Full-time Part-time (Please indicate : Mornings Afternoon Evenings)
 Temporary (Dates available: ___/___/___ to ___/___/___)

Can you travel if a job requires it? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

EDUCATION:

Name and address of school	Course of study	Years completed	Diploma/Degree

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

List professional, trade, business or civic activities and offices held. *You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*

OTHER QUALIFICATIONS:

Summarize special job-related skills and qualifications acquired from employment or other experience.

EMPLOYMENT EXPERIENCE: Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. If you need additional space, please continue on a separate sheet of paper. (If all information below is included on resume, you may attach a copy and omit this part)

1. Employer	Dates Employed From: To:	Work Performed
Address	Hourly Rate/ Salary: Starting: Final:	
Telephone Number(s)		
Job Title	Supervisor	
Reason for leaving:		

2. Employer	Dates Employed From: To:	Work Performed
Address	Hourly Rate/ Salary: Starting: Final:	
Telephone Number(s)		
Job Title	Supervisor	
Reason for leaving:		

3. Employer	Dates Employed From: To:	Work Performed
Address	Hourly Rate/ Salary: Starting: Final:	
Telephone Number(s)		
Job Title	Supervisor	
Reason for leaving:		

4. Employer	Dates Employed From: To:	Work Performed
Address	Hourly Rate/ Salary: Starting: Final:	
Telephone Number(s)		
Job Title	Supervisor	
Reason for leaving:		

ADDITIONAL INFORMATION:

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No

REFERENCES:

Name	Address	Phone No.
1.		
2.		
3.		

APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of employment, I hereby understand and acknowledge that during my first 180 days of employment with Helena Industries, I will be on probation. During this probation, I will be an "at will" employee; which means that I may resign at any time and the Employer may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless change is specifically acknowledged in writing by the President/CEO of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer. Furthermore, I acknowledge and understand that Helena Industries requests a Criminal Record Report from the Montana Department of Justice for all new employees.

Signature of Applicant

Date