



**Office of Housing & Residential Life**  
**Montana State University-Billings**  
**1500 University Drive**  
**Billings, MT 59101**  
**Phone: (406) 657-2333**  
[www.msubillings.edu](http://www.msubillings.edu)  
[housing@msubillings.edu](mailto:housing@msubillings.edu)

***Application Checklist:***

\_\_\_ Completed UHRL Application & Signed

\_\_\_ Cover Letter addressing qualifications

\_\_\_ Updated Resume

**APPLICATION FOR EMPLOYMENT**

1. Position applying for: Assistant Hall Director *(See attached Position Description for job information)*
2. Name \_\_\_\_\_ 3. Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_
4. Address \_\_\_\_\_ 5. City, State, Zip Code \_\_\_\_\_
6. Can you show proof of your eligibility to work in the U.S? Yes  No

8. Educational Attainment			
Level	Name and Location (City/State)	Course of Study	Completed Degree
Last High School Attended			
College or University			
Graduate School			
Business or Vocational			
Other (Please Specify)			

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

10. 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: \_\_\_\_\_

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**

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)

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 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*

***COMPLETED APPLICATIONS AND INFORMATION ARE DUE TO THE  
UNIVERSITY HOUSING OFFICE BY JUNE 10, 2009 BY 4:00 PM***

**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.