

PLEASE PRINT ALL
INFORMATION
REQUESTED EXCEPT
SIGNATURE



INCOMPLETE
APPLICATIONS
WILL NOT BE
CONSIDERED

APPLICATION FOR EMPLOYMENT

How did you hear about this position? _____

PLEASE COMPLETE PAGES 1-5

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long have you lived at present address? _____

Telephone () _____ e-mail _____

Prior Address _____
Number Street City State Zip

If under 18, please list age _____

Position applied for _____
and salary desired _____
(Be specific)

Days/hours available to work

No Pref _____ Thur _____
Mon _____ Fri _____
Tue _____ Sat _____
Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired ☐ FULL-TIME ONLY ☐ PART-TIME ONLY ☐ FULL- OR PART-TIME

When available for work? _____

Are any friends or relatives employed with the Montana Rescue Mission ☐ No ☐ Yes

Name : _____ Relationship: _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & TYPE OF DEGREE EARNED
High School				
College				
Bus. or Trade School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? ☐ No ☐ Yes

If yes, explain number of conviction(s), nature of offense(s), how recently such offense(s) was/were committed.

A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

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OFFICE SKILLS

Cashier Experience ☐ No ☐ Yes

Microsoft Excel ☐ No ☐ Yes

Typing ☐ No ☐ Yes _____ WPM

Microsoft Word ☐ No ☐ Yes

Personal ☐ Yes PC ☐

Other _____

Computer ☐ No Mac ☐

Skills _____

Please list two references other than relatives or previous employers.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone () _____

Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. Applications will be considered incomplete if this is not filled out.

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? ☐ Yes ☐ No

ARE YOU NOW A MEMBER OF THE RESERVES OR NATIONAL GUARD? ☐ Yes ☐ No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **PAST FIVE YEARS** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary. Account for gaps.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Work experience Please list your work experience for the **PAST FIVE YEARS** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer? ☐ Yes ☐ No

Did you complete this application yourself ☐ Yes ☐ No

If not, who did? _____

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by the Montana Rescue Mission (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Montana Rescue Mission, or otherwise to change in any respect the employment relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Executive Director of the Company. Both the undersigned and Montana Rescue Mission may end the employment relationship at any time (*at will*), without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice.

I also understand that a pre-employment drug/alcohol screen and background check will be conducted.

I certify that the answers given herein are true and complete.

Signature of applicant _____ Date: _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, sex, national origin, citizenship, age or disability.

The Montana Rescue Mission is a Christian organization and has **Christian Commitment** qualifications for employment for all employees:

- **Be a believer in the Lord Jesus Christ as expressed by a personal testimony and Christian conduct**
- **Evidence of the integration of this faith worked out on a daily basis**
- **Be willing to sign MRM Statement of Faith Acknowledgement form**

Thank you for completing this application form and for your interest in our organization.