

Special Skills and Qualifications

Summarize special job-related skills/qualifications acquired from employment or other experiences:

Check skills you have:

Computer skills (Please list programs you're familiar with): _____

Word Processing _____wpm

10-Key

Switchboard

Other: _____

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize Rimrock to make an independent investigation of all statements contained in this application for employment including my background, references, character, past employment, education and criminal history for the purpose of confirming the information contained on my application or obtaining information which may be material to my qualifications for employment.

This application for employment shall be considered only for the position for which you are applying and will be considered active for a period of 30 days from the date received.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

I understand that false statements, omissions or misleading information given in my application or interview(s) are grounds for refusal to hire or immediate dismissal if hired. I understand, also, that I am required to abide by all rules, policies and procedures of Rimrock.

Signature of Applicant

Date



Application for Employment

Rimrock is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, creed, sex, national origin, age, marital status or disability.

(Please Print)

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Numbers		E-Mail Address	

Position Applied For:			Date of Application
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Job Service	<input type="checkbox"/> Friend	<input type="checkbox"/> MSU-B Career Services
<input type="checkbox"/> Relative	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Billings Help Wanted	<input type="checkbox"/> Other _____

Do you have any relatives or personal acquaintances Yes No

Working here? Name: _____

Are you currently employed? Yes No

On what date would you be available to work? _____

Are you able to work: Full-Time Part-Time Weekends Nights

Education	High School	Undergraduate College/University	Graduate/Professional
School Name and Location			
Years completed (circle your answer)	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Describe course of study			
Describe any special training			
List any licenses			

Employment Experience

Employer	<u>Length of Service</u>		Work Performed
	<u>From: Mo./Yr.</u>	<u>To: Mo./Year</u>	
Address			
Telephone Number	<u>Hourly Rate/Salary</u>		
	<u>Starting</u>	<u>Final</u>	
Job Title			Reason for Leaving
Supervisor			

Employment Experience (continued)

Employer	<u>Length of Service</u>		Work Performed
	<u>From: Mo./Yr.</u>	<u>To: Mo./Year</u>	
Address			
Telephone Number	<u>Hourly Rate/Salary</u>		
	<u>Starting</u>	<u>Final</u>	
Job Title			Reason for Leaving
Supervisor			

Employer	<u>Length of Service</u>		Work Performed
	<u>From: Mo./Yr.</u>	<u>To: Mo./Year</u>	
Address			
Telephone Number	<u>Hourly Rate/Salary</u>		
	<u>Starting</u>	<u>Final</u>	
Job Title			Reason for Leaving
Supervisor			

Employer	<u>Length of Service</u>		Work Performed
	<u>From: Mo./Yr.</u>	<u>To: Mo./Year</u>	
Address			
Telephone Number	<u>Hourly Rate/Salary</u>		
	<u>Starting</u>	<u>Final</u>	
Job Title			Reason for Leaving
Supervisor			

Explain any gaps in employment: _____

Have you been convicted of a felony or misdemeanor? Yes No

(Conviction will not necessarily disqualify an applicant for employment)

If yes, please explain: _____

References

Give name, e-mail and telephone numbers of three work-related references:

1. _____
2. _____
3. _____