CARBON COUNTY EMPLOYMENT APPLICATION AN EQUAL OPPORTUNITY EMPLOYER

The information contained on this form is sought in good faith.

It will not be used in any way to discriminate against any applicant for employment in violation of state and federal law.

IMPORTANT: Please type or print in ink. You may respond to sections 4 through 7 on separate sheets of paper if all relevant blocks are completed and the same format is followed. On **each** sheet write your name and job title for which you are applying. You may submit a legible photocopied application. If you photocopy your application, leave sections 1, 2, and 3 blank and complete these sections each time you apply. You must sign and date in ink each application you submit. LATE, **INCOMPLETE or UNSIGNED applications will not be considered**.

PLEASE READ THE JOB VACANCY ANNOUNCEMENT CAREFULLY TO FIND: (a) what attachments must be submitted (supplement questions, transcript, Employment Preference Form, etc.); (b) where to submit your application; (C) the required special qualifications or licenses; and (d) the closing date for receipt of applications. An application tailored to the position is to your advantage.

Under state and federal law, qualified applicants with disabilities are entitled to **reasonable accommodations**. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed.

Employment Preference: The Veterans' Employment Preference Act and the Persons with Disabilities Employment Preference Act provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. An applicant claiming employment preference must complete an Employment Preference Form, available through your local Montana Job Service. The applicant must indicate at the bottom of page one of this application form that the necessary documentation is attached. Contact your local Montana Vocational Rehabilitation Services Office (Department of Public Health and Human Services) for details on obtaining persons with disabilities preference certification. For more information, contact your local Job Service.

1. Nai	me:			
	(Last)	(First)	(MI)	(Phone Number)
Add	dress:			
	(Number & Street)	(City)		(State & Zip)
2. Pos	sition Applying for:			
	(Please se	ee Job Vacancy Announ	cement)	
De _l	partment:		Location	<u>:</u>
misreprese with the C	entations. Falsifications or n County or, if hired, may be as references. In the space	nisrepresentations r grounds for termi	nay disqualify nation at a la	I contain no willful falsifications or me from consideration for employment ter date. Previous employers may be ents, including those required in the job
□Employn	ses to Supplement Questions ment Preference Form/Docur please specify)	mentation \Box F	Franscript Résumé	☐ Typing/Ten-key Certification☐ Additional Employment Experience
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School	Name and Address of School	Course of Study	Did you graduate?	List Diploma or Degree
High School			☐ Yes ☐ No	
			☐ GED	
College / University			□ Yes □ No	
Other (Specify)				

5. List current Professional Licenses, Registration, or Certifications (engineering, medical, CPA, etc.)

Licensing Agency: Name and Location	Type of License	Endorsement/Restriction (If Applicable)	Date Licensed
Nume and Eduction		(п дрисавіс)	

6.	List other skills,	education,	experience,	and abilities	below. `	You may	also include	a list of	equipment
that	you know how to ι	use. (If you	need more	space, conti	nue on ar	n attache	d sheet of pa	per.	

7. EXPERIENCE: List your work and/or volunteer experience with emphasis on experience that is relevant
to the position for which you are applying. Begin with your present or most recent experience. Include
military service that would help you qualify. You may continue this section on a separate sheet of paper if all
the same format is followed. Include your name and the job title for which you are applying on each sheet.
This information must be completed even if a resume is submitted.

Notice to applicants: Information that you provide on this application is subject to verification. Previous employers may be contacted as references.

Do you want to be informed befor	e we contact your present employer? $\ \square$ Yes $\ \square$ No
Position/Title:	Dates Employed: to to
Employer:	
Address: City	
Salary: □Full T	ïme □Part Time Hours/week:
Describe your duties, including knowledge, skills, accomplishments:	
Reason for Leaving:	
Position/Title:	From Mo./Yr.: To Mo./Yr.:
Employer:	
Address: City	/: State: Zip:
Salary: □Full	
Describe your duties, including knowledge, skills, accomplishments:	
Reason for Leaving:	

Experience (continued from page 3)

Position/Title:	From Mo./Yr.	:	To Mo./Yr.:
Employer:			
Address:	City:	State:_	Zip:
Salary: □F	ull Time □Part	Time Hou	ırs/week:
Describe your duties, including knowledge, sk	ills, abilities requ	ired, emplo	yees supervised, and
accomplishments:			
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Reason for Leaving:			
Position/Title:	From Mo./Yr.	.:	To Mo./Yr.:
Employer:		Phone:	····
Address:			
			rc/wook:
Salary: □F	ull Time ⊔Part	Time Hou	115/ WEEK
Salary: Describe your duties, including knowledge, sk			
	kills, abilities requ	ired, emplo	yees supervised, and
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Describe your duties, including knowledge, skaccomplishments:	cills, abilities requ	ired, emplo	oyees supervised, and

—READ CAREFULLY— Do Not Write On This Page

Please make sure all required information is included (see job vacancy announcement).

- 1. Did you sign and date your application?
- 2. Have you read the job announcement to see what attachments must be submitted?
- 3. Have you checked boxes in Section 3 to indicate what attachments you have included?
- 4. Did you indicate the specific Position Title and Position Number in Section 2?
- 5. Did you include a complete address for each employer listed in Section 7?
- 6. If you are claiming Veterans Employment Preference or Persons with Disabilities Employment Preference, have you completed and attached the Employment Preference Form and Documentation?
- 7. Did you attach all the application materials required by the vacancy announcement?