



# Rocky Mountain Development Council, Inc.

- ✓ Please complete this application by typing or printing in ink. **INCOMPLETE** or **UNSIGNED** applications will not be considered.
- ✓ We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, creed, physical or mental disability.
- ✓ Do you need an accommodation to participate in the application or interview process?  Yes  No

Position You Are Applying For:

### PERSONAL DATA

Name \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) - \_\_\_\_\_ Message Phone ( ) - \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Driver's License: Operator  CDL  CDL Type \_\_\_\_\_ Endorsements \_\_\_\_\_

Are you age 18 or older?  Yes  No

Have you ever been convicted of a criminal offense?  Yes  No

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Charge (nature of offense and disposition): \_\_\_\_\_

### EDUCATION

High School Diploma  Yes  No or GED  Yes  No

Post Secondary Degree? \_\_\_\_\_

Name of school beyond High School \_\_\_\_\_

Training Length \_\_\_\_\_ Date Completed \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

### WORK EXPERIENCE (List most recent work experience first)

Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Complete Address \_\_\_\_\_  
Street / P.O. Box City State Zip Code

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Phone ( ) - \_\_\_\_\_

Job Description (duties, skills, equipment used)

Dates: From (mm/yy) \_\_\_\_ / \_\_\_\_ To (mm/yy) \_\_\_\_ / \_\_\_\_ Reason for leaving \_\_\_\_\_

**WORK EXPERIENCE**

Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Complete Address \_\_\_\_\_  
*Street / P.O. Box* *City* *State* *Zip Code*

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Phone ( ) \_\_\_\_\_ -

Job Description (duties, skills, equipment used)

Dates: From (mm/yy) \_\_\_\_\_ / \_\_\_\_\_ To (mm/yy) \_\_\_\_\_ / \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**ADDITIONAL INFORMATION THAT COULD HELP YOU QUALIFY FOR THIS POSITION**

Examples include; classes (include dates), certificates, current licenses, specific equipment and other skills.

**LIST REFERENCES (preferably persons who know about your work/training)**

Name	Address	Phone Number
_____	_____	( ) _____ -
_____	_____	( ) _____ -
_____	_____	( ) _____ -

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer?  Yes  No

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: 2-10-2009

**Rocky Mountain Development Council**

P.O. Box 1717 200 South Cruse Ave. Helena, MT 59624-1717 phone 406-447-1680 fax 406-447-1629 www.rmhc.net