



Rocky Mountain Development Council, Inc.

- ✓ Please complete this application by typing or printing in ink. Please complete the "Job Description" section for each work experience listed as completely as possible. "See resume" is not acceptable. 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. Please see the "Voluntary Equal Opportunity Questionnaire" on page 4.
- ✓ Please attach a resume and a letter of interest for the position you are applying for.
- ✓ 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 _____

If required for the position you are applying
are you a licensed driver? ☐ Yes ☐ No

Are you at least 18? ☐ Yes ☐ No (Some jobs may require you to be at least 18 due to child labor or licensing requirements)

Have you ever been convicted of a criminal offense? ☐ Yes ☐ No (A conviction is not necessarily a bar to employment)

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, include additional sheet(s) if necessary)

Company
Name _____ Immediate Supervisor _____

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

Job Title _____ 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 _____ 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

<i>Street / P.O. Box</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
--------------------------	-------------	--------------	-----------------

Job Title _____ 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. See position description for a list of special qualifications including software, licenses, etc.

COMPUTER PROGRAMS

Please explain in detail what computer programs you have experience using and how comfortable you are with each program. (On a scale of 1 to 10 – with 10 being extremely comfortable.)

LIST PROFESSIONAL REFERENCES *(please list current/former supervisors and/or clients/customers whom you have worked for/with.)*

Name	Address	Phone Number
		()
		()
		()

Do you want to be informed before we contact your present employer? ☐ Yes ☐ No

How did you hear about this position?

☐ RMDC Website ☐ Helena Independent Record ☐ Job Service ☐ RMDC Employee Referral _____
(Name of Employee)
☐ Radio ☐ Social Media ☐ Other (Please Specify _____)

Affidavit and Disclosure:

I certify that the answers I have given in the foregoing questions are true and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I agree that RMDC shall not be liable in any respect if my employment is terminated because of falsity of statements, answers or omissions made by me in this application. I also authorize the companies, schools or persons named in this application to give any information regarding my employment, character and qualifications. I hereby release said companies, schools or persons from all liability for any damages for issuing this information. I understand any misleading or incorrect statements may render this application void and if employed would be cause for termination. I understand that by acceptance of this application there is no express or implied contract of employment. I understand that employment with RMDC may be subject to background checks which may include verification with the Social Security Administration, Department of Motor Vehicles, Child Protective Services, federal, state and county repositories of criminal records, and other resources as determined necessary for the position I am applying for.

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: _____

Voluntary Equal Opportunity Questionnaire:

As an equal opportunity employer, we hire without consideration to race, religion, creed, color, origin, age, gender, sexual orientation, marital status, veteran status or disability. We invite you to complete the optional self-identification fields below used for compliance with government and record-keeping guidelines.

Gender: ☐ Male ☐ Female

Disability Status: ☐ Yes ☐ No

Ethnicity: ☐ American Indian or Alaskan ☐ Asian ☐ Hispanic or Latino ☐ Black or African American
☐ White ☐ Native Hawaiian or Other Pacific Islander ☐ Two or more races

Veteran Status: ☐ No Veteran Status ☐ Eligible Veteran ☐ Disabled Veteran ☐ Eligible and Disabled

Rocky Mountain Development Council, Inc.

P.O. Box 1717 (200 South Cruse Ave.) Helena, MT 59624-1717 phone 406-447-1680 or (800)356-6544 fax 406-447-1629
www.rmdc.net