



# F O R T P E C K

## C O M M U N I T Y C O L L E G E

◆ P.O. Box 398 ◆ Poplar, Montana 59255 ◆ Telephone (406)768-6300 ◆

### EMPLOYMENT APPLICATION

**INSTRUCTIONS:** Type or print clearly in dark ink. You must answer all questions completely and correctly. Incomplete or unsigned applications will not be considered. Read the job announcement carefully and attach only the information requested. Applications submitted to the Business Office after the closing date will not be considered.

#### EMPLOYMENT POSITION

What Position are you applying for (One Position per Application):	Date:
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Are you available to work? \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary

#### PERSONAL INFORMATION

Last Name:	First Name:	Middle Name:
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Mailing Address:	City, State:	Zip Code:
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Home/Cell Phone Number:	Business Phone Number:	E-mail Address (optional):
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Date of Birth:	Social Security Number:	For Male Applicants Only: Are you registered with the Selective Service? YES _____ NO _____
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Are you a member of a Federally Recognized Tribe? YES _____ NO _____	If Yes, Where?	Name of Tribe:	Tribal Status: FULL _____ ASSOCIATE _____
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## EDUCATIONAL HISTORY

Do you have a High School Diploma or GED?      \_\_\_\_\_ High School Diploma      \_\_\_\_\_ GED      \_\_\_\_\_ None

(If you have a HS Diploma/GED, please answer the questions below)

<b>Month:</b>	<b>Year:</b>	<b>School (for GED, please list issuing state):</b>
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<b>College or University:</b>	<b>City/State:</b>	<b>Major/Minor:</b>	<b>Degree:</b>	<b>Year:</b>
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If in Graduate School, Please list field of study:

## WORK HISTORY

<b>Company Name:</b>	<b>Address:</b>	<b>Telephone Number:</b>	<b>Hourly Wage:</b>
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<b>Job Title:</b>	<b>Dates of Employment:</b>
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<b>Please describe Job Duties:</b>	<b>Reason for Leaving:</b>
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## WORK SKILLS

Words Per Minute Typing:

Words Per Minute Shorthand:

Computer Skills:

\_\_\_\_\_ YES \_\_\_\_\_ NO

Please list skills, training certificates, or licenses that pertain to the position for which you are applying (include languages, equipment, etc.):

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## DRIVING BACKGROUND

Do you have a Driver's License?

\_\_\_\_\_ YES \_\_\_\_\_ NO

(Please attach a copy of your driver's license to your application)

FULL NAME AS IT APPEARS ON LICENSE:

Type of License:

\_\_\_\_\_ OPERATOR \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ PASSENGER \_\_\_\_\_ MOTORCYCLE

In the space below, please list any special driving courses you have completed and/or types of licensing that was not mentioned above:

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## MILITARY BACKGROUND

Have you served in the U.S. Armed Services?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Branch of Service:

Branch of Service:

From:

To:

From:

To:

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## BACKGROUND INFORMATION

Please answer yes or no to the following questions:

<b>During the last 5 years, were you fired from any job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of specific problems?</b>	<input type="radio"/> YES <input type="radio"/> NO
<b>Have you ever been convicted of or forfeited collateral for any firearms or explosives violations?</b>	<input type="radio"/> YES <input type="radio"/> NO
<b>Are you now under charges for any violations?</b>	<input type="radio"/> YES <input type="radio"/> NO
<b>During the last 5 years have you forfeited collateral, been convicted, been imprisoned, been on probation, or been on parole?</b>	<input type="radio"/> YES <input type="radio"/> NO
<b>Have you ever been convicted by a military court-martial? (If you have no Military Service, answer NO)</b>	<input type="radio"/> YES <input type="radio"/> NO
<b>Have you ever been arrested for or charges with a crime involving a child?</b>	<input type="radio"/> YES <input type="radio"/> NO
<b>Have you ever been found guilty of, or entered a plea of no contest or guilty to, any offense under Federal, State or Tribal Law involving crimes of violence, sexual assault, molestation, exploitation, contact, or crimes against persons?</b>	<input type="radio"/> YES <input type="radio"/> NO
<b>In the last three years, have you had any driving violations or at-fault accidents?</b>	<input type="radio"/> YES <input type="radio"/> NO

If you answered YES to any of the questions above, please give a brief explanation?

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## REFERENCES

Name:	Name:	Name:
Address:	Address:	Address:
Telephone Number:	Telephone Number:	Telephone Number:

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## REVIEW OF APPLICATION

Please review the following checklist before signing your application. Check all that may apply. **FAILURE TO SUBMIT A COMPLETE APPLICATION WILL RESULT IN A DETERMINATION THAT YOUR APPLICATION IS INCOMPLETE AND IT WILL NOT BE CONSIDERED.** Take a moment to review your application and make sure you have attached all pertinent documents.

- Have you answered all the questions and filled in all the information requested in the application that you are submitting (i.e., all *months and years* filled out for years in current and previous positions)?
- Is a copy of your high school diploma or GED attached to the application if the job announcement is asking for these documents?
- Is a copy of your official/final college transcripts for positions that have positive education requirements or if you are substituting education for any of the experience requirements of the application attached to your application? (i.e., if you are certified or have training, please attach those documents to your application.)
- If driving is required, have you included a copy of your driver's license/CDL?
- Is a copy of your resume' attached?
- Have you reviewed the vacancy announcement for special requirements or documents that must accompany your application at the time of submission?

## APPLICANT CERTIFICATION

I hereby authorize Fort Peck Community College to investigate my background, references, employment record and other matters related to my suitability for employment. This may include a criminal background check and a check on my driving record. I also authorize my former employers or any third party to disclose to the Fort Peck Community College all reports and other information related to my suitability for employment, personal, or otherwise, without giving me prior notice of such disclosure. Furthermore, by signing below I acknowledge that this application is complete to the best of my knowledge and I have attached all documents and information pertinent to the position. In the event of employment, I understand that any false or misleading information given in my application or interview may result in immediate termination from my position. This application is not a contract of employment with the Fort Peck Community College.

Signature of Applicant:

Date:

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