City of Columbus, Montana

Employment Application   Date: _____

Applicant Information

Full Name: _____   Date Available: _____
               Last   *First*   *M.I.*

Address: _____
           Physical Address   *Apartment/Unit #*

_____
Mailing Address (if different than physical)

_____
City   *State*   *ZIP Code*

Phone: _____   Email _____

Position Applying for: _____

Are you legally authorized to work in the United States?   YES ☐   NO ☐

Have you ever worked for the City?   YES ☐   NO ☐   If yes, when? _____

Education

High School: _____   Address: _____

Did you graduate?   YES ☐   NO ☐   Diploma:: _____

College: _____   Address: _____

Did you graduate?   YES ☐   NO ☐   Degree: _____

Other: _____   Address: _____

Did you graduate?   YES ☐   NO ☐   Degree: _____

References

Please list three professional references:

Full Name: _____   Relationship: _____

Company: _____   Phone: _____

Address: _____

Full Name: _____   Relationship: _____

Company: _____   Phone: _____

Address:

Full Name: _____ Relationship:_____

Company: _____ Phone:_____

Address: _____

Previous Employment

Company: _____ Phone:_____

Address: _____ Supervisor:_____

Job Title: _____ Starting Salary:$_____ Ending Salary:$_____

Responsibilities: _____
_____
_____

From: _____ To:_____ Reason for Leaving:_____

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Company: _____ Phone:_____

Address: _____ Supervisor:_____

Job Title: _____ Starting Salary:$_____ Ending Salary:$_____

Responsibilities: _____
_____
_____

From: _____ To:_____ Reason for Leaving:_____

May we contact your previous supervisor for a reference?   YES ☐   NO ☐

Company: _____ Phone:_____

Address: _____ Supervisor:_____

Job Title: _____ Starting Salary:$_____ Ending Salary:$_____

Responsibilities: _____
_____
_____

From: _____ To:_____ Reason for Leaving:_____

May we contact your previous supervisor for a reference?

YES ☐ NO ☐

Termination or Suspension

Please state whether you have ever been terminated or suspends from any previous employment, and describe the circumstances:

_____

_____

_____

Disclaimer and Signature

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____