

# Fergus County Council on Aging

307 W. Watson, Lewistown, MT 59457 1-406-535-7486

## APPLICATION FOR EMPLOYMENT

Please complete all requested information.

This application is good for 90 days only. Consideration or employment after 90 days requires a new application.

Position(s) Applied For \_\_\_\_\_ Date \_\_\_\_\_

How Did You Learn About Us?

- Advertisement       Relative       Inquiry  
 Employment Agency       Friend       Other \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Message Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### GENERAL INFORMATION

Type of employment desired:  Full-time     Part-time

Have you worked for FCCOA before? \_\_\_yes \_\_\_no

On what date would you be available to work? \_\_\_\_\_

Do you need an accommodation to participate in the application or interview process?  Yes  No

Are you over 18 years of age?  Yes  No    If **no**, please list your age. \_\_\_\_\_

Do you have any relatives employed by this facility?  Yes  No    If yes, name of relative. \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No

During the last ten years, have you ever been convicted of a crime other than a minor traffic offense?  Yes  No

If yes, please explain: \_\_\_\_\_

A "yes" answer will not automatically disqualify you from employment.

Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.

#### **Fergus County Council on Aging is an equal opportunity employer.**

We do not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, income, marital or veteran status, sexual orientation, membership, employment, leadership, or any other protected status.

**EDUCATION**

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete Address)	CIRCLE LAST GRADE/YEAR COMPLETED	MAJOR & DEGREE
High School			10    11    12	
College			1    2    3    4	
College			1    2    3    4	
College			1    2    3    4	
Business or Trade School			1    2    3    4	
Business or Trade School			1    2    3    4	

**ADDITIONAL INFORMATION**

**Skills and Qualifications.** Summarize any training, skills, areas of specialization or major interest that may qualify you as being able to perform job-related functions in the position for which you are applying. Include any health care, business, or industrial equipment operated.

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**United States Military Training.** Summarize any job-related training you received in the United States military.

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**Professional Licenses and/or Certifications.**

If licensed, registered or certified, list:

Type: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date Issued: \_\_\_\_\_ No.: \_\_\_\_\_

Type: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date Issued: \_\_\_\_\_ No.: \_\_\_\_\_

## EMPLOYMENT HISTORY

Please fill this section out completely and do not write "see resume." Begin with your most recent employment.

**COMPANY Name**

Address

Job Description (duties, skills, equipment used)

Dates of employment: Start \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Person to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

**COMPANY Name**

Address

Job Description (duties, skills, equipment used)

Dates of employment: Start \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Person to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

**COMPANY Name**

Address

Job Description (duties, skills, equipment used)

Dates of employment: Start \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Person to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

**COMPANY Name**

Address

Job Description (duties, skills, equipment used)

Dates of employment: Start \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Person to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

If you need additional space, please continue on a separate sheet of paper.

If you do not want us to contact any of the above listed current or former employers, please list below and state the reason you do not want each contacted.

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## REFERENCES

**Professional References:** Give three references who are not relatives or former employers.

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

## APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with **FCCOA** is true, complete and correct. If any information provided by me is found to be false, incomplete or misrepresented in any respect, it will be sufficient cause to cancel further consideration of this application, or immediately discharge me from **FCCOA** service, whenever it is discovered.

I expressly authorize **FCCOA** and its agents, without reservation, to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information regarding me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding **FCCOA** or its agents for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that **FCCOA** does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature \_\_\_\_\_

**The Council on Aging is an Equal Opportunity Employer.**