

# Town of Terry

PO Box 650 ~ Terry, MT 59349  
(406) 635-5411

Name (LAST FIRST MIDDLE) \_\_\_\_\_  
Date of application \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

## 1. GENERAL INFORMATION:

Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.)  No  Yes If yes, explain: \_\_\_\_\_

## 2. EDUCATION & TRAINING:

Circle last grade completed - Grade 1 2 3 4 5 6 7 8 9 1 0 11 12 College 1 2 3 4 Masters \_\_\_\_\_ Doctorate \_\_\_\_\_

Last High School Attended/Address: \_\_\_\_\_  
Major Course studied \_\_\_\_\_ Graduated or degree (Y or N) \_\_\_\_\_ Average Grade \_\_\_\_\_

College or University/Address \_\_\_\_\_  
Major Course studied \_\_\_\_\_ Graduated or degree (Y or N) \_\_\_\_\_ Average Grade \_\_\_\_\_

Other School (Technical, Vocational, Graduate, etc.) /Address \_\_\_\_\_  
List any scholarships, academic honors, awards or special achievements: \_\_\_\_\_

## 3. SKILLS Please list any skills you have that are appropriate for the position you are applying for:

\_\_\_\_\_  
\_\_\_\_\_

If required, will you work? Rotating shifts  YES  NO Saturdays  YES  NO

Overtime  YES  NO Sundays  YES  NO

Position applying for, be specific: \_\_\_\_\_ Salary Requirements  per hour \$ \_\_\_\_\_

per month \$ \_\_\_\_\_

State fully why you believe you are qualified for this position

\_\_\_\_\_  
\_\_\_\_\_

**Date you can start:** \_\_\_\_\_

INTERESTS / ACCOMPLISHMENTS: You may wish to list significant experience, interests & accomplishments gained while working as a volunteer or as a hobbyist that may be useful in the position(s) you are seeking. Names or organizations designating religion, race, etc. need not be mentioned.

\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYMENT for at least the past **FOUR** employers. **If currently employed, may we contact your employer?**  Yes  No

**PRESENT OR MOST RECENT EMPLOYER**

**FULL NAME OF COMPANY** \_\_\_\_\_ **(AREA CODE) TELEPHONE** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_ **CITY STATE ZIP** \_\_\_\_\_  
**NAME & TITLE OF SUPERVISOR** \_\_\_\_\_ **TITLE OF YOUR POSITION** \_\_\_\_\_

LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:

\_\_\_\_\_  
\_\_\_\_\_

**SALARY**

BEGIN: \_\_\_\_\_

END: \_\_\_\_\_

**EMPLOYED FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**REASON FOR**

**LEAVING:** \_\_\_\_\_

**FULL NAME OF COMPANY** \_\_\_\_\_ **(AREA CODE) TELEPHONE** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_ **CITY STATE ZIP** \_\_\_\_\_

**NAME & TITLE OF SUPERVISOR** \_\_\_\_\_ **TITLE OF YOUR POSITION** \_\_\_\_\_

LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:

\_\_\_\_\_  
\_\_\_\_\_

**SALARY**

BEGIN: \_\_\_\_\_

END: \_\_\_\_\_

**EMPLOYED FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**FULL NAME OF COMPANY** \_\_\_\_\_ **(AREA CODE) TELEPHONE** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_ **CITY STATE ZIP** \_\_\_\_\_

**NAME & TITLE OF SUPERVISOR** \_\_\_\_\_ **TITLE OF YOUR POSITION** \_\_\_\_\_

LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:

\_\_\_\_\_  
\_\_\_\_\_

**SALARY**

BEGIN: \_\_\_\_\_

END: \_\_\_\_\_

**EMPLOYED FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**REFERENCES (References should have experience with your work history.)**

**Name**

**Location**

**Phone**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**READ CAREFULLY:** I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

Signature \_\_\_\_\_

Date \_\_\_\_\_