

APPLICATION FOR SEASONAL EMPLOYMENT



CITY OF WHITEFISH
PO Box 158
Whitefish, MT 59937-0158
(406) 863-2400

Use tab key to move through fields

Notice To Applicants

We welcome you as an applicant for employment. It is the policy of the City of Whitefish to consider applicants for all positions without regard to race, color, religion, creed, sex, national origin, age, marital status, the presence of a non-job related medical condition or physical disability or any other legally protected status unless related to a bona fide occupational requirement. A separate application, resume and other supporting documentation must be submitted for each job vacancy as required by the job position. **LATE, INCOMPLETE** and/or **UNSIGNED** application material, including those which do not follow the instructions, will **NOT** be considered.

Position Applied for: _____ **Department:** _____

| | | | |
|----------------------------|--|------------------------------|------------------------------|
| PERSONAL INFORMATION | Name: _____ <small>LAST FIRST MIDDLE INITIAL</small> | | |
| | Present Address: _____ | | |
| | City: _____ State: _____ Zip: _____ | | |
| | Cell Phone: () _____ Home Phone: () _____ | | |
| | Dates Available for Hire: From _____ To _____ | | |
| | Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | If yes, describe: _____ | | |
| | Do you have a relative working for the City of Whitefish? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | If yes, what is their name? _____ What relation? _____ | | |
| | What Department do they work in? _____ | | |
| EDUCATION | Have you worked for the City of Whitefish before? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | If yes, please give dates and department: Position: _____ | | |
| | Department: _____ From: _____ to _____ | | |
| | Reason for leaving: _____ | | |
| | Name/Location | Major Course of Study | Degree or Certificate |
| High School | | | |
| College/University | | | |
| Vocational/Business | | | |

REFERENCE: Name: _____ Phone #: _____
 Name: _____ Phone #: _____
 Name: _____ Phone #: _____

SPECIAL SKILLS/LICENSES: Please describe your skills with hand and power tools, office machines, calculators, copying machines, word processors, computers, computer software, typing and shorthand speed, and proficiency, special secretarial skills, or skills required for the position applied for.

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|-----------------------------|
| <h2>EMPLOYMENT HISTORY</h2> |
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CURRENT EMPLOYER: _____

ADDRESS: _____

Date employed: From _____ To _____

Position: _____ Salary _____

Describe work performed:

Reason for Leaving: _____

PAST EMPLOYER: _____

ADDRESS: _____

Date employed: From _____ To _____

Position: _____ Salary _____

Describe work performed:

Reason for Leaving: _____

Use additional pages if needed

AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with the City of Whitefish, I am required to furnish information, which this agency may use in determining my qualifications. In this connection, I hereby expressly authorize release of any and all information, which you, as a previous employer or employment reference, may have concerning me, including information of a confidential or privileged nature. I hereby release any organization, company, institution or person furnishing the information requested. I authorize the use of duplicated copies of this document to serve as the original.

I certify that the answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given on my application or interview may result in discharge. I also understand that I am required to abide by all rules, regulations and policies of the employer.

Applicant Signature: _____ **Date:** _____