

**PLEASE PRINT ALL
INFORMATION
REQUESTED EXCEPT
SIGNATURE**



**INCOMPLETE
APPLICATIONS
WILL NOT BE
CONSIDERED**

APPLICATION FOR EMPLOYMENT

How did you hear about this position? Referral Billingshelpwanted.com Gazette MRM Website
 Job Service Job Fair Other _____

PLEASE COMPLETE PAGES 1-5

DATE _____

Name _____
Last First Middle

Present address _____
Number Street City State Zip

How long have you lived at present address? _____

Telephone _____ E-mail _____

If under 18, can you provide a work permit? ___ Yes ___ No

Can you, upon offer of employment, provide genuine documentation establishing identity and eligibility to be legally employed in the United States? ___ Yes ___ No

If your name has changed or you have gone by another name during any periods of employment, please list name(s): _____

Position applied for: _____

Salary Desired: _____
(Be specific)

AVAILABILITY: Please indicate the times that you are usually available for work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

Date available for work? _____

Are any friends or relatives employed with the Montana Rescue Mission No Yes

Name : _____ Relationship: _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (City and State)	NUMBER OF YEARS COMPLETED	DEGREE EARNED & MAJOR
High School				
College				
Bus. or Trade School				

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OFFICE SKILLS

Cashier/ cash handling experience No Yes

Microsoft Excel No Yes

Typing No Yes _____ WPM

Microsoft Word No Yes

Database No Yes: _____ QuickBooks/ Financial Software No Yes

Windows Other _____

Mac Skills _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s), how recently such offense(s) was/were committed.

A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

Please list two references other than relatives or previous employers.

Name _____

Name _____

Occupation _____

Occupation _____

Relationship _____

Relationship _____

Length of time known _____

Length of time known _____

Email _____

Email _____

Telephone (____) _____

Telephone (____) _____

Please use the space below to share your Christian testimony and your relationship with Christ.

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Please use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. Please include certifications, licenses, etc.

Work Experience Please list your work experience for the **PAST FIVE YEARS OR 5 EMPLOYERS** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary. Account for gaps in employment please.**

Name of employer Address City & State Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Have you ever worked for the Montana Rescue Mission? Yes No If Yes, When? _____

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

PLEASE READ CAREFULLY

APPLICANT'S CERTIFICATION

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by Montana Rescue Mission or any of its agents unless I have indicated on this form to the contrary.

I understand and agree that:

- Any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.
- All offers of employment are conditioned on: 1) the provision of satisfactory proof of an applicant's identity and legal authority to work in the USA; 2) the ability to successfully pass a drug test; and 3) the willingness and ability to authorize and pass a criminal background investigation.
- A routine inquiry may be made during the processing of this application and I authorize Montana Rescue Mission and their representatives to consult with administrators/supervisors/references and academic institutions with which I have been associated and with others who may have information bearing on my professional competence.

I release from liability Montana Rescue Mission as well as any and all individuals, corporations or organizations for furnishing such information.

I understand that because Montana Rescue Mission is a Christian organization whose purpose is to share the gospel of Jesus Christ; employment with Montana Rescue Mission is subject to acceptance, agreement, and subscription to the Statement of Faith and Qualifications for Employment upon hire and continuously while employed by Montana Rescue Mission.

(Signature)

(Date)

It is the policy of Montana Rescue Mission to grant equal employment opportunities to all qualified persons without regard to race, color, sex, national origin, age, marital status, military status, physical or mental disability, or any other characteristic protected by law. Because of our formation and purpose, (religious, charitable, non-profit church organization, 501 c3) Montana Rescue Mission has an organizational exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists.

