# HELENA area chamber of commerce

### Employment Application

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | |  | | | | | | | | | First |  | | | | | | | | M.I. | | Date |  |
| Street Address | | | |  | | | | | | | | | | | | | | | | | Apartment/Unit # | | |  |
| City |  | | | | | | | | | | | State |  | | | | | | | | ZIP |  | | |
| Phone |  | | | | | | | | | | | E-mail Address | | |  | | | | | | | | | |
| Date Available | | | |  | | | | | |  | | |  | | | | | | |  | | |  | |
| Position Applied for | | | | | |  | | | | | | | | | | | | | | | | | | |
| Are you lawfully entitled to accept work in the US? | | | | | | | | | YES | | NO | |  | | | |  | | | | | | | |
| Have you ever been convicted of a felony?  *Convictions are not automatically a bar to employment.* | | | | | | | | | YES | | NO | | If yes, explain | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | |  | | | | | | | | Address | |  | | | | | | | | | | | |
| From | |  | | | To | |  | Did you graduate? | | | YES | | NO | | | Degree | | |  | | | | | |
| College | |  | | | | | | | | | Address | |  | | | | | | | | | | | |
| From | |  | | | To | |  | Did you graduate? | | | YES | | NO | | | Degree | | |  | | | | | |
| Other | |  | | | | | | | | | Address | |  | | | | | | | | | | | |
| From | |  | | | To | |  | 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/current 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 |  | | | | | |
|  | | | | | | | | | | | | | | | | |
| HOURS AVAILABLE | | | | | | | | | | | | | | | | |
| ***Day/Hours Available to Work*** *(Hours maybe subject to change)*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | ***Monday*** | ***Tuesday*** | ***Wednesday*** | ***Thursday*** | ***Friday*** | |  |  |  |  |  | | | | | | | | | | | | | | | | | |
| 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 |  | |

**Please mail application to:**

**Helena Area Chamber of Commerce**

**Cathy Burwell**

**225 N. Cruse Ave. Suite A**

**Helena, MT 59601**

**Phone: (406) 442-4120**