YELLOWSTONE COUNTY, MONTANA
APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER

Employees of Yellowstone County and applicants for employment shall be afforded equal opportunity
in all aspects of employment without regard to race, color, creed, religion, political affiliation,
national origin, disability, marital status, sex or age.

Yellowstone County encourages applications from diverse candidates
and candidates who support diversity.

PLEASE READ CAREFULLY - PRINT CLEARLY OR TYPE - ANSWER ALL QUESTIONS

Name in full ( ) (Last) (First) (Middle) (Telephone)

Address (Number & Street) (City) (State & Zip) (Message Telephone)

Are you 18 years or older? ☐ Yes ☐ No

Position applying for: ___________________________ Department: ___________________________

List other names, if any, used on employment or education records: ________________________________________________

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? ☐ Yes ☐ No

Have you ever worked for Yellowstone County? ☐ Yes ☐ No

Department? ___________________________ When? ___________________________

Position Held? ___________________________ Reason for Leaving? ___________________________

Do you have any relatives working for Yellowstone County? ☐ Yes ☐ No

If yes, where? ___________________________

Have you ever been convicted of a felony? ☐ Yes ☐ No

(Conviction is not an automatic bar to employment.)

If yes, describe in full giving dates:

________________________________________

EDUCATION

<table>
<thead>
<tr>
<th>School</th>
<th>Name and Address of School</th>
<th>Course of Study</th>
<th>Check Last Year Completed</th>
<th>Did you Graduate?</th>
<th>List Diploma or Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td>1 2 3 4</td>
<td>☐ Yes ☐ No ☐ GED</td>
<td></td>
</tr>
<tr>
<td>College/University</td>
<td></td>
<td></td>
<td>1 2 3 4</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Other (Specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


**EMPLOYMENT HISTORY**

(Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Give a complete record of employment.)

<table>
<thead>
<tr>
<th>Most recent employment first</th>
<th>May we contact employer listed below? YES □ NO □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position/Title</td>
<td>From Mo./Yr.</td>
</tr>
<tr>
<td>Employer</td>
<td>Phone:</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>Salary</td>
<td>Full Time □</td>
</tr>
<tr>
<td>Supervisor’s Name &amp; Title</td>
<td>Phone No.</td>
</tr>
<tr>
<td>In your own words describe your work:</td>
<td></td>
</tr>
<tr>
<td>Reason for Leaving:</td>
<td></td>
</tr>
</tbody>
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<tr>
<td>Reason for Leaving:</td>
</tr>
</tbody>
</table>
May we contact employer listed below? YES □ NO □

Position/Title __________________ From Mo./Yr. _____________ To Mo./Yr. _____________
Employer ______________________________ Phone: __________________
Address ______________________________ City ___________ State: ___________ Zip: ___________
Salary ________________________________ Full Time □ Part Time □ Hours/week ____________
Supervisor’s Name & Title ________________________ Phone No. __________________
In your own words describe your work: ___________________________________________________

Reason for Leaving: ________________________________________________________________

Please explain any periods of unemployment: ____________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Add additional pages if necessary.

A RESUME IS REQUIRED WITH COUNTY APPLICATION.

REFERENCES
(Minimum of 3 references are required.)

1) Name __________________________ Title ____________________________
Address __________________________ City ____________________________
State __________________ Zip __________ Phone ______________________

2) Name __________________________ Title ____________________________
Address __________________________ City ____________________________
State __________________ Zip __________ Phone ______________________

3) Name __________________________ Title ____________________________
Address __________________________ City ____________________________
State __________________ Zip __________ Phone ______________________

SKILLS
Check the skills you possess.

□ Typing □ Data Entry □ Ten-Key □ Word □ Excel □ Outlook □ Internet Explorer
□ Other Software ____________________________
MONTANA PREFERENCE ACTS

If you are claiming preference under Montana Veterans’ Employment Preference Act or Persons with Disabilities Employment Preference, check the appropriate box(es) below: (Documentation will be required)

To claim Veterans’ Employment Preference you must be a U.S. citizen and (check one of the boxes below):

☐ A Veteran separated under honorable conditions.
☐ A Disabled Veteran separated under honorable conditions.
☐ The spouse of a disabled veteran if the veteran’s disability prevents him/her from working.
☐ The unremarried surviving spouse of a veteran or disabled veteran.
☐ The mother of a veteran, if the veteran lost his/her life under honorable conditions while serving in the Armed Forces, OR has a service-connected, permanent, and total disability.

You may claim Disabled Persons Employment Preference as (check on of the boxes below):

☐ A disabled person certified by Vocational Rehabilitation and Blind Services or U.S. Department of Veteran’s Affairs.
☐ The spouse of totally (100%) disabled person certified by Vocational Rehabilitation and Blind Services or U.S. Department of Veteran’s Affairs.

If you checked one of the above boxes for Persons with Disabilities Employment Preference Act:

Are you a Montana resident? ☐ Yes ☐ No  If “YES”, date residency established: ____________________

CERTIFICATION and AUTHORIZATION FOR RELEASE OF INFORMATION
(Each application requires current date and original signature.)

I am an applicant for a position with Yellowstone County. As such I am required to furnish information, which the County may use to determine my qualifications and suitability for employment.

I hereby certify that all entries and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture of employment opportunities with Yellowstone County or termination of my existing employment with Yellowstone County. I further understand that all information on this application is subject to verification and I consent to a criminal history / driving background checks for applicable positions.

I also consent that authorities of Yellowstone County may contact my references, former employers, educational institutions or any other entities or agencies listed regarding this application. I further release said County, as well as my former employers, from any and all liability resulting from these reference checks.

Date: ____________________ Signature _____________________

We appreciate your interest in employment with Yellowstone County. Please feel free to attach your resume to this application, or any other additional information which you feel will be helpful in evaluating your qualifications for the position.

Submit completed and signed application to:
Human Resources
Yellowstone County
217 N. 27th Street, Room 106
Billings, MT  59101

Mailing Address:
Human Resources
P.O. Box 35041
Billings, MT  59107

OFFICE USE ONLY

G: Forms/County Emplapp2018
Applicant Survey

Completion of this Applicant Survey is on a voluntary basis and will not affect your eligibility for employment.

Title VII of the U.S. Civil Rights Act requires Yellowstone County to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act. The following survey helps to fulfill these requirements.

This applicant survey will be separated from your application. The survey information will be kept confidential, used only for computerized statistical reports and other lawful uses. Analysis of the information you and others provide will be used to monitor recruitment and selection practices in county government.

Position Title: _________________________________________________

Name:  _______________________________________________________

How did you first learn of this position?
(   ) Newspaper (   ) A County employee
(   ) Montana Job Service (   ) Posted in a County office or bulletin board
(   ) A referral/assistance organization (   ) Internet
(   ) Other (specify) ____________________________________________

Date of Birth (month/day/year):  _____________/______________/________________

(   ) Male  (   ) Female

RACE/ETHNICITY – Please check the ONE box that best describes your race/ethnicity:
(   ) WHITE (Non-Hispanic or Latino) – A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
(   ) BLACK or AFRICAN AMERICAN (Non-Hispanic or Latino) - A person having origins in one of the black racial groups of Africa.
(   ) HISPANIC or LATINO – A person having origins in Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Cultures, regardless of race.
(   ) ASIAN (Non-Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example China, India, Japan, Korea, Malaysia, Pakistan, the Philippines, Thailand and Vietnam.
(   ) AMERICAN INDIAN or ALASKAN NATIVE – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community recognition.
(   ) NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER (Non-Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
(   ) TWO or MORE RACES (Non-Hispanic or Latino) – A person who identifies with two or more racial categories named above.

VETERAN STATUS
Check the box(es) that describe your veteran status:
(   ) Vietnam Era Veteran
(   ) Veteran of Other War Era ______________________
(   ) Other Veteran
(   ) Disabled Veteran
(   ) Not a Veteran

DISABILITY STATUS:
If applicable, check any disability you have:
(   ) Hearing impairment (   ) Visual impairment
(   ) Mobility impairment (   ) Mental impairment
(   ) Multiple disabilities (   ) Other ______________________

Do you have certification from the Vocational Rehabilitation and Blind Services or U.S. Department of Veteran’s Affairs for Disabled Persons Employment Preference? (   ) YES (   ) NO