

# HARLOWTON PUBLIC SCHOOLS #16

PO Box 288 / 304 Division St.  
Harlowton, MT 59036  
Administrative Office (406) 632-4324  
Fax (406) 632-4416

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## APPLICATION FOR CLASSIFIED EMPLOYMENT

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Other phone \_\_\_\_\_

Previous Name(s)

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### PLEASE INDICATE AREAS IN WHICH YOU SEEK EMPLOYMENT

\_\_\_\_\_ Clerical/Office    \_\_\_\_\_ Custodial    \_\_\_\_\_ Food Service

\_\_\_\_\_ Instructional/Paraprofessional Assistant    \_\_\_\_\_ Maintenance

\_\_\_\_\_ Coaching    \_\_\_\_\_ Nursing

Do you seek full-time or part-time employment? \_\_\_\_\_

Starting on what date are you available for work? \_\_\_\_\_

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Do you have the legal right to work in the United States? \_\_\_\_\_Yes \_\_\_\_\_No

Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying? \_\_\_\_\_Yes \_\_\_\_\_No

Have you ever been released or discharged from employment or resigned to avoid such release or discharge? \_\_\_\_\_ Yes \_\_\_\_\_No

If yes, please explain, include date of discharge or resignation and reason for discharge or resignation.

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I hereby certify that (check the applicable circle and provide the information requested):

- I have not plead guilty to or been convicted of any violation of criminal law, including criminal convictions resulting from a deferred sentence or a plea of nolo contendere/no contest (minor traffic offenses accepted).
- I have pleaded guilty to or have been convicted of at least one of more violations of criminal law. Please attach and sign a complete description of the circumstances surrounding such conviction/s. (This may not necessarily disqualify a person from consideration for employment).

EDUCATION HISTORY:

High School: \_\_\_\_\_ Diploma: \_\_\_ Yes \_\_\_ No

College: \_\_\_\_\_ Degree: \_\_\_\_\_

Date Graduated: \_\_\_\_\_ Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Trade/ Business School: \_\_\_\_\_

Degree: \_\_\_ Yes \_\_\_ No Date Graduated: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Graduate credits completed beyond last degree \_\_\_\_\_

Additional Pertinent Information, Qualifications, Certificates: \_\_\_\_\_

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PROFESSIONAL REFERENCES: Please list current information for at least three and no more than five references below:

Name	Title	Address	Phone
_____	_____	_____	(H) _____
			(W) _____
_____	_____	_____	(H) _____
			(W) _____
_____	_____	_____	(H) _____
			(W) _____
_____	_____	_____	(H) _____
			(W) _____

**EMPLOYMENT RECORD:** Beginning with your present or most recent employer and accounting for all the time during at least the last 15 years describe your employment history. You may include volunteer and paid experiences. **You may attach a resume but it MAY NOT be substituted for filling out the employment record.**

Do you wish to be notified before we contact your current or previous employers? \_\_\_\_ Yes \_\_\_\_ No

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1. Employer: \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_  
*Street City State Zip Code*  
Immediate Supervisor and Title: \_\_\_\_\_  
Phone:(C) \_\_\_\_\_ (W) \_\_\_\_\_  
Your Job Title \_\_\_\_\_  
Job Duties: (brief statement – be sure to list all duties related to this position)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Wages/Salary: \_\_\_\_\_

2. Employer: \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_  
*Street City State Zip Code*  
Immediate Supervisor and Title: \_\_\_\_\_  
Phone:(C) \_\_\_\_\_ (W) \_\_\_\_\_  
Your Job Title \_\_\_\_\_  
Job Duties: (brief statement – be sure to list all duties related to this position)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Wages/Salary: \_\_\_\_\_

3. Employer: \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_  
*Street City State Zip Code*  
Immediate Supervisor and Title: \_\_\_\_\_  
Phone:(C)\_\_\_\_\_ (W)\_\_\_\_\_  
Your Job Title \_\_\_\_\_  
Job Duties: (brief statement – be sure to list all duties related to this position)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Wages/Salary:\_\_\_\_\_

4. Employer: \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_  
*Street City State Zip Code*  
Immediate Supervisor and Title: \_\_\_\_\_  
Phone:(C)\_\_\_\_\_ (W)\_\_\_\_\_  
Your Job Title \_\_\_\_\_  
Job Duties: (brief statement – be sure to list all duties related to this position)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Wages/Salary:\_\_\_\_\_