Northcentral Learning REsource CEnter

1601 2nd Ave North Suite #234

Great Falls, MT 59401

406-727-6303

**Employment Application**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | |  | | | | | | | | First |  | | | | | | | M.I. | | Date | |  | |
| Street Address | | | |  | | | | | | | | | | | | | | | Apartment/Unit # | | | |  | |
| City |  | | | | | | | | | | State |  | | | | | | | ZIP |  | | | | |
| Phone |  | | | | | | | | | | E-mail Address | | |  | | | | | | | | | | |
| Date Available | | | |  | | | | | Social Security No. | | |  | | | | | | | | | | | | |
| Position Applied for | | | | | |  | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | | YES | NO | | If no, are you authorized to work in the U.S.? | | | | | | | | | | YES | | NO |
| Have you ever worked for NCLRC? | | | | | | | | | YES | NO | | If so, when? | | | |  | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | | YES | NO | | If yes, explain | | | |  | | | | | | | | |
| When can you begin work? | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you currently under contract? If yes, until what date? | | | | | | | | | | | | | | | | | | | | | | | | |
| How did you become aware of this position? | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | |  | | | | | | |
| |  |  |  | | --- | --- | --- | | Cerification and Licenses | | | | Do you hold a valid Montana Certificate? | |  |  |  | | --- | --- | --- | | YES | NO |  | | | Folio Number: |  | | Class of Certificate: |  | | Endorsements: |  | | Do you hold a valid Montana License? | |  |  | | --- | --- | | YES | NO | | | License Number: |  | | Expiration Date: |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 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 |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Military Service | | | | | | | | | | | | | | | | | | | |
| Branch | |  | | | | | | | | | | | | From | |  | To |  | |
| Rank at Discharge | | | | | |  | | | | | | | | Type of Discharge | | | | |  |
| If other than honorable, explain | | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| 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.  I understand it is my responsibility to request my previous college or university to provide NCLRC with an official transcript. | | | | | | | | | | | | | | | | | | | |
| Signature: | | | |  | | | | | | | | | | | | Date: |  | | |