

Application For Employment

Carroll College, 1601 North Benton Avenue, Helena, MT 59601-0002 406-447-5502



Personal Information

Name:		Date:
E-Mail Address:		
Home Address:		
City, State Zip:		
Cell Phone:	Are You At Least 18 Years Of Age?	
Are you eligible to work in the U.S.?	If Not Give Visa No. & Expiration:	

Position Applying For

Title:		
Referred By:		Date Available:
Have You Ever Been Convicted Of A Crime?	Yes <input type="checkbox"/> No <input type="checkbox"/>	NOTE: OMIT MINOR TRAFFIC VIOLATIONS. A CONVICTION WILL NOT NECESSARILY BAR APPLICANTS FROM EMPLOYMENT.
If Yes, Please Explain:		

Education

High School (Name, City, State):	
Did You Graduate?	
Business or Technical School:	
	Degree, Major:
Undergraduate College:	
Dates Attended:	Degree, Major:
Graduate School:	
Dates Attended:	Degree, Major:

Employment History

Starting with present employer (or most recent), list all experience and account for all time during the last 10 years, including periods of unemployment and U.S. Military Service. Please feel free to attach additional pages in the same format.

Dates: Month/Year	Employer	Title or Position (Describe Your Duties)	Rate of Pay
From:	Name:		Start:
	Address:		End:
	City, State, Zip Code:		Other Compensations:
To:	Company Telephone Number:		
	Supervisor:	Reason For Leaving:	
	May We Contact Your Present Employer?		
From:	Name:		Start:
	Address:		End:
	City, State, Zip Code:		Other Compensations:
To:	Company Telephone Number:		
	Supervisor:	Reason For Leaving:	
	May We Contact Your Present Employer?		
From:	Name:		Start:
	Address:		End:
	City, State, Zip Code:		Other Compensations:
To:	Company Telephone Number:		
	Supervisor:	Reason For Leaving:	
	May We Contact Your Present Employer?		

Please list three professional references not related to you, with full name, phone number, email address and relationship.

Name	Phone Number	Email Address	Relationship

Carroll College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I certify that the information contained in this employment application is complete, correct and accurate to the best of my knowledge and I understand that any falsifications or omissions may result in denial of employment or dismissal. I authorize Carroll to act as my agent in securing information about me from any person or company without liability to such person or company or to Carroll. If an employment relationship is established, I understand that at any time during the initial twelve-month probationary period, my employment and compensation can be terminated either by myself or by Carroll College with or without notice or cause. In addition, if accepted for employment, I hereby agree to abide by the policies of Carroll College.

Signature _____

Date _____