



3413 Gabel Road • Billings, MT 59102
Phone 406.256.4999 • Fax 406.256.5046
ultragraphicsmt.com

APPLICATION FOR EMPLOYMENT

Name: _____ Date: _____

Position Applied For: _____

PERSONAL DATA

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

How did you hear about us? Advertisement Employee Private Employment Agency Other

Name of Source (if applicable) _____

May we contact you at work? Yes No If yes, work number: _____

Date Available: Full-time Part-time Temporary

Can you occasionally work at night or weekends if the job demands it? Yes No

Have you been convicted of a felony in the last seven (7) years? Yes No

(such conviction does not necessarily prevent you from employment)

If yes, please explain: _____

Are you legally entitled to work in the United States? Yes No

(Proof of eligibility will be required upon employment within three working days)

EDUCATION

(List the last 3 schools attended)

Name: _____ Location: _____

Years Completed: _____ Degree: _____

Major: _____ G.P.A. _____

Name: _____ Location: _____

Years Completed: _____ Degree: _____

Major: _____ G.P.A. _____

Name: _____ Location: _____

Years Completed: _____ Degree: _____

Major: _____ G.P.A. _____

EMPLOYMENT EXPERIENCE

1. Employer: _____ Supervisor: _____
Address: _____ Phone: _____
Title and Duties: _____
From _____ to _____ Starting Pay: _____ Ending Pay: _____
Why did you leave? _____
May we contact this employer? Yes No

2. Employer: _____ Supervisor: _____
Address: _____ Phone: _____
Title and Duties: _____
From _____ to _____ Starting Pay: _____ Ending Pay: _____
Why did you leave? _____
May we contact this employer? Yes No

3. Employer: _____ Supervisor: _____
Address: _____ Phone: _____
Title and Duties: _____
From _____ to _____ Starting Pay: _____ Ending Pay: _____
Why did you leave? _____
May we contact this employer? Yes No

4. Employer: _____ Supervisor: _____
Address: _____ Phone: _____
Title and Duties: _____
From _____ to _____ Starting Pay: _____ Ending Pay: _____
Why did you leave? _____
May we contact this employer? Yes No

REFERENCES

List name and telephone number of three business/work references who are not related to you and are not supervisors listed elsewhere on this application. If not applicable, list three school or personal references who are not related to you.

Name _____ Phone _____ Years Known _____

Name _____ Phone _____ Years Known _____

Name _____ Phone _____ Years Known _____

ADDITIONAL INFORMATION

(You may exclude information which would reveal sex, race, religion, national origin, age, color, disability, sexual orientation, or other protected status.)

Professional, Business, or Civic Activities: _____

Other skills or experience: _____

List any other information that will help us in considering your application: _____

SIGNATURE

(Read Carefully.) All information provided by me is true and correct to the best of my knowledge. I understand omission or misrepresentations may be cause for rejection or if employed, may be just cause for subsequent dismissal. I hereby authorize any former employer, person, firm, or corporation listed hereon including this company to answer any and all questions and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time upon notice by either myself or the company. If employed, I agree to comply with all reasonable rules of the company as a condition of continued employment. In the event the company advances me money or other things of value, or I otherwise become indebted financially to the company, I agree to repay the company and also that any wages due me upon termination may be offset by payroll deduction against any such monies due the company.

Signature

Date

We consider applicants for all positions without regard to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, or citizenship status.

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