

**EMPLOYMENT APPLICATION-STAFF**

*An Equal Opportunity/Affirmative Action Employer*



**ROCKY  
MOUNTAIN  
COLLEGE**

**PLEASE READ THE FOLLOWING BEFORE FILLING OUT THIS FORM.**  
**Affirmative Action and Equal Employment Opportunity have been and will continue to be fundamental principles at Rocky Mountain College where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual orientation, age, national origin, disability, marital status, or any other protected characteristics as established by law. No question on this application is intended to secure information to be used for such discrimination.**  
  
**This application will be given every consideration, but its receipt does not imply that the applicant will be employed.**  
  
**This application will be considered only for the position for which you are applying. If you are not offered employment and still wish to be considered for employment with Rocky Mountain College, it will be necessary or you to reapply when a position becomes available for which you are qualified.**  
  
**Please print and complete all questions. This application will not be considered if questions are left unanswered, or it is not signed and dated. Attach additional paper if allotted space is not sufficient.**

*Please type or print clearly in blue or black ink.*

Full Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_ Date \_\_\_\_\_

**GENERAL INFORMATION**

Home Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Are you legally eligible to work in the U.S.  Yes  No  
(Verification will be required) If yes, and you are NOT currently a US Citizen please list your dates of eligibility:

Position Desired \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_

Salary desired for this position \$ \_\_\_\_\_

Have you worked for RMC previously?  Yes  No

If employed in this position, would you be in a supervisory relationship to any relative or member of your household?

If yes, dates of employment \_\_\_\_\_

Yes  No If yes, how? \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No  
If yes, explain with date, location, and offense. A "yes" does not disqualify you from employment; all circumstances will be considered.

**How did you learn about this position? Please explain where applicable.**

- Newspaper Advertisement \_\_\_\_\_
- Announcement Flyer \_\_\_\_\_
- Professional Journal \_\_\_\_\_
- The Chronicle of Higher Education \_\_\_\_\_
- Invited to apply by: \_\_\_\_\_
- Other \_\_\_\_\_

## EDUCATION

High School (name): _____ City, State: _____	Highest Grade Completed: (circle one) 9    10    11    12
Undergraduate school: College or University (name): _____ City, State: _____	Major: _____ # Years Completed: _____
Graduate school: College or University (name): _____ City, State: _____	Major: _____ # Years Completed: _____

## EMPLOYMENT

Please list the last five positions held, starting with the most current position. If more space is needed, please attach additional paper to the application form.  
**DO NOT WRITE "SEE RESUME." IF YOU HAVE A RESUME, PLEASE ATTACH IT IN ADDITION TO COMPLETING THIS SECTION.**

From: Mo/Yr	To: Mo/Yr	Employer	Position Held/ Duties
Current/Last Rate of Pay:		Reason for leaving:	
From: Mo/Yr	To: Mo/Yr	Employer	Position Held/ Duties
Current/Last Rate of Pay:		Reason for leaving:	
From: Mo/Yr	To: Mo/Yr	Employer	Position Held/ Duties
Current/Last Rate of Pay:		Reason for leaving:	
From: Mo/Yr	To: Mo/Yr	Employer	Position Held/ Duties
Current/Last Rate of Pay:		Reason for leaving:	
From: Mo/Yr	To: Mo/Yr	Employer	Position Held/ Duties
Current/Last Rate of Pay:		Reason for leaving:	

If there are any periods unaccounted for, please explain.

**PERSONAL REFERENCES**

Give the names of three (3) personal references who are not relatives or previous employers.

Name	Address, City, State, Zip	Occupation	Phone/Cell Number

**SKILLS**

Indicate any experience and/or training you have received that relates to the position for which you are applying in the appropriate space.

Administrative Skills	Maintenance Skills
<p>Number of years experience:</p> <p>___ Typing (wpm _____)</p> <p>___ Word Processing (application)</p> <p>_____</p> <p>_____</p> <p>___ Spreadsheet (application)</p> <p>_____</p> <p>_____</p> <p>___ Database (application)</p> <p>_____</p> <p>_____</p> <p>___ Other (application)</p> <p>_____</p> <p>_____</p> <p>___ Calculator</p> <p>___ Accounting/Bookkeeping/Payroll</p> <p>___ Other (specify)</p> <p>_____</p> <p>_____</p>	<p>Number of years experience:</p> <p>___ Welding</p> <p>___ Painting/Carpenter</p> <p>___ Plumbing</p> <p>___ Power Tools (specify)</p> <p>_____</p> <p>_____</p> <p>___ Blue Print Reading</p> <p>___ Lawn Equipment</p> <p>___ Custodial</p> <p>___ Telephone Systems</p> <p>___ Other (specify)</p> <p>_____</p> <p>_____</p> <p>_____</p>

Describe other special skills or experience that you have not noted in other parts of this application, but feel would help you in this position. Examples include: military service, volunteer programs, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any special certifications, licenses, etc. that you possess that relate to this position.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT CERTIFICATION**  
***READ CAREFULLY BEFORE SIGNING***

**I certify that the information in this application is true and complete. Any false statements, concealment or omissions are grounds for refusal to hire or immediate dismissal if hired.**

I authorize schools, former employers, former supervisors and co-workers to provide any and all information pertinent to my being considered for employment and hereby release those providing such information from any liability for doing so.

I understand that employment, if offered, is contingent upon my providing additional information for employee record purposes and also upon my providing proof of identity and employment eligibility and completing a Form I-9. I understand that if I am hired, the length of my employment is not guaranteed. Recognizing that I will be free to voluntarily terminate my employment at any time, with or without cause, I acknowledge that my employment can be modified or terminated with or without cause and with or without notice during the probationary period, and at any time for cause and that, if employed, employment does not constitute a contract of employment between myself and the College. I understand that no manager or representative of the College, other than the President, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, either prior to employment or after I have become employed. I will abide by and conform to all College policies, rules, and procedures as may be in effect from time to time.

I acknowledge that I have read the above, understand its content and meaning, and agree to all of its provisions.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Rocky Mountain College  
Human Resources Office  
1511 Poly Drive  
Billings, Montana 59102  
Toll Free: 1.800.877.6259  
Phone: 406.657.1160  
Fax: 406.238.7262  
Email: [jobs@rocky.edu](mailto:jobs@rocky.edu)  
[www.rocky.edu](http://www.rocky.edu)

**VOLUNTARY and CONFIDENTIAL EQUAL EMPLOYMENT OPPORTUNITY (EEO) QUESTIONNAIRE**  
*(This information is for record-keeping and for Federal & State reporting purposes only.)*



ROCKY  
MOUNTAIN  
COLLEGE

NAME: \_\_\_\_\_ PHONE : \_\_\_\_\_ DATE: \_\_\_\_\_

As an Equal Opportunity Employer, Rocky Mountain College is required to report the composition of its work force to state and federal governments. The information on this form will be filed separately and will not be used to make a decision about your employment. It will be available only to the person responsible for government reporting or for affirmative action reasons and safeguards will be used to prevent the discriminatory abuse of this information. Your voluntary cooperation is appreciated.

**GENERAL INFORMATION:** *(Please enter the requested information and/or check the box beside the appropriate designation)*

**Birth Date:** *(mm/dd/yr)* \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ **Gender:** *(Please check the box)*  Male  Female

**ETHNIC BACKGROUND:** *(Please check the box beside the ethnic group with which you most identify in custom and communication)*

- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, the Middle East or North America.
- Black or African American:** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander:** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian:** A person having origins in any of the original peoples of the far East, Southeast Asia, or the Indian Subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America, including Central America, and who maintain tribal affiliation or community attachment.
- Two or more Races:** All persons who identify with more than one of the above five races.

**IMMIGRATION STATUS:** *(Please check if applicable)*

- Nonresident Alien** A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain permanently.

**VETERAN STATUS:** *(Please check if applicable)*

- Vietnam Era (August 5, 1964 – May 7, 1976)  Other than Vietnam Status  Spouse of deceased veteran
- Disabled Vietnam Veteran  Disabled veteran (other than Vietnam)

**Dates of Service:** From: \_\_\_\_\_ To: \_\_\_\_\_  
**Total Active Service Time:** Years: \_\_\_\_\_ Months: \_\_\_\_\_ Days: \_\_\_\_\_

**DISABLED STATUS:** *(Please check yes or no for each area)*

- YES  NO Do you have physical, sensory or medical impairment which substantially limits one or more life activities (e.g. walking, seeing, hearing, breathing, learning)?
- YES  NO Do you have a physical, mental or other health condition that has lasted for six months or more and which limits the kind of or amount of work you can do at a job?

I prefer not to complete this form.