

District 7 Human Resources Development Council
7 North 31st Street, P.O. Box 2016
Billings, MT 59103
Phone: (406) 247-4732, FAX: (406) 248-2943



APPLICATION FOR EMPLOYMENT

~AN EQUAL OPPORTUNITY EMPLOYER~

The information on this form is sought in good faith in accordance with State and Federal laws. This information will not be used to discriminate against any applicant. Failure to provide all requested information may disqualify your application from consideration.

Application must be filled out completely. If a question does not apply, enter "NA".

PLEASE ATTACH YOUR RESUME.

Last Name	First Name	M.I.	Social Security Number
Street Address		Home Phone	
City	State	Zip Code	Message Phone

Date Available For Employment: _____

Minimum Acceptable Salary: _____

Job Titles You Are Applying For:

Job Title
Job Title
Job Title

I Am Available For:

- Full-time Work
- Part-time Work
- Temporary Work

I Am Willing to Travel:

- Not At All
- 1-5 Days/Month
- 6 Plus Days/Month

Education Level	School Name And Location	Did You Graduate?	Credits Earned	Courses Of Study
High School				
College or University				
Other				

EMPLOYMENT HISTORY

LIST CURRENT OR MOST RECENT EMPLOYER FIRST

Company Name	Address & Phone	Dates Employed	Salary	Job Title Supervisor Name
		From:	Beginning:	Job Title:
		To:	Ending:	Supervisor:
Duties and Responsibilities:				
Reason for Leaving:				
Company Name	Address & Phone	Dates Employed	Salary	Job Title Supervisor Name
		From:	Beginning:	Job Title:
		To:	Ending:	Supervisor:
Duties and Responsibilities:				
Reason for Leaving:				
Company Name	Address & Phone	Dates Employed	Salary	Job Title Supervisor Name
		From:	Beginning:	Job Title:
		To:	Ending:	Supervisor:
Duties and Responsibilities:				
Reason for Leaving:				

List all knowledge skills and abilities that relate to the job you are applying for:

HRDC's Mission:

To empower people in need through mobilizing and developing community resources by creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass and Yellowstone counties.

HRDC's Vision:

We envision a future in which we provide social and human services to individuals and families in need. We embrace, encourage, and are strengthened by diversity in our programs and staff, and we are unique in that we serve people of all ages, from infants to senior citizens. At HRDC we position ourselves to be leaders in coordinating services and directly serving some of the most pressing needs of our residents. Our ultimate goal is to inspire people in achieving their highest potential through responsive, supportive, progressive and proactive hands-on client advocacy and supportive services with the utmost accountability.

HRDC's Values:

- HRDC's services will address significant community needs within our mission area; the community will be critical to assisting in that determination process.
- The services provided by HRDC will not only have excellent outcomes, but be delivered in a "best practices" manner.
- HRDC will significantly change relationships, behaviors and environments in our service area.
- HRDC will be an integral part of all communities it serves.
- HRDC believes clients and other agencies are partners in the change process.
- HRDC will do no harm to the clients or communities it serves.
- Decisions and behaviors will occur within a context of positive values.

Describe how HRDC's Mission, Vision and Values fit with your belief system:

How can you best serve HRDC's mission through the position you are applying for?

I understand that falsification or misrepresentation of information may disqualify me from employment. By my signature, I certify that all information provided is true and accurate to the best of my knowledge.

By my signature, I also authorize all former employers to release job related information to District 7 HRDC. I release all persons or companies from any liability or responsibility for providing such information.

Applicant Signature

Date

