



4800 Helfrick Rd  
Billings, MT 59101  
Phone: (406) 245-3128

PO Box 2535  
Billings, MT 59103  
Fax: (406) 245-8834

## APPLICATION FOR EMPLOYMENT

Please complete all requested information. Incomplete applications will not be considered.

This application is good for 90 days only. Consideration for employment after 90 days requires a new application.

Position(s) Applied For \_\_\_\_\_ Date \_\_\_\_\_

How Did You Learn About Us?

- Advertisement       Relative       Friend \_\_\_\_\_  
 Employment Agency       Inquiry       Other \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

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

Message Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### GENERAL INFORMATION

Type of employment desired:  Full-time     Part-time

Available for:                       Weekends     Holidays

On what date would you be available to work? \_\_\_\_\_

Do you need an accommodation to participate in the application or interview process?     Yes     No

Are you over 18 years of age?  Yes     No    If **no**, please list your age. \_\_\_\_\_

Do you have any relatives employed by this facility?  Yes     No    If yes, name of relative. \_\_\_\_\_

Are you legally eligible for employment in the United States?     Yes     No

**HARDRIVES CONSTRUCTION, INC. IS AN EQUAL OPPORTUNITY EMPLOYER.  
WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN,  
MARITAL STATUS, MILITARY STATUS, OR DISABILITY. WOMEN AND MINORITIES ARE ENCOURAGED TO  
APPLY.**

## EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete Address)	CIRCLE LAST GRADE/YEAR COMPLETED	MAJOR & DEGREE
High School			10    11    12	
College			1    2    3    4	
College			1    2    3    4	
College			1    2    3    4	
Business or Trade School			1    2    3    4	
Business or Trade School			1    2    3    4	

## ADDITIONAL INFORMATION

**Skills and Qualifications.** Summarize any training, skills, and areas of specialization or major interest that may qualify you as being able to perform job-related functions in the position for which you are applying. Include any health care, business, or industrial equipment operated.

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**United States Military Training.** Summarize any job-related training you received in the United States military.

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**Professional Licenses and/or Certifications.**

If licensed, registered or certified, list:

Type: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date Issued: \_\_\_\_\_ No.: \_\_\_\_\_

Type: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date Issued: \_\_\_\_\_ No.: \_\_\_\_\_

## EMPLOYMENT HISTORY

Please fill this section out completely and do not write, "see resume." Begin with your most recent employment.

<u>COMPANY</u> Name	Address
_____	
Job Description (duties, skills, equipment used) _____	
_____	
_____	
Dates of employment: Start ____/____/____ End ____/____/____ Starting Salary _____ Ending Salary _____	
Reason for leaving _____	
Person to Contact _____ Phone Number _____	

<u>COMPANY</u> Name	Address
_____	
Job Description (duties, skills, equipment used) _____	
_____	
_____	
Dates of employment: Start ____/____/____ End ____/____/____ Starting Salary _____ Ending Salary _____	
Reason for leaving _____	
Person to Contact _____ Phone Number _____	

<u>COMPANY</u> Name	Address
_____	
Job Description (duties, skills, equipment used) _____	
_____	
_____	
Dates of employment: Start ____/____/____ End ____/____/____ Starting Salary _____ Ending Salary _____	
Reason for leaving _____	
Person to Contact _____ Phone Number _____	

<u>COMPANY</u> Name	Address
_____	
Job Description (duties, skills, equipment used) _____	
_____	
_____	
Dates of employment: Start ____/____/____ End ____/____/____ Starting Salary _____ Ending Salary _____	
Reason for leaving _____	
Person to Contact _____ Phone Number _____	

If you need additional space, please continue on a separate sheet of paper.

If you do not want us to contact any of the above listed current or former employers, please list below and state the reason you do not want each contacted.

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**REFERENCES**

**Professional References:** Give three references who are not relatives or former employers.

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

**APPLICANT STATEMENT**

I certify that all information I have provided in order to apply for and secure work with Hardrives Construction, Inc. is true, complete and correct. If any information provided by me is found to be false, incomplete or misrepresented in any respect, it will be sufficient cause to cancel further consideration of this application, or immediately discharge me from Hardrives Construction, Inc. service, whenever it is discovered.

I expressly authorize Hardrives Construction, Inc. and its agents, without reservation, to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information regarding me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding Hardrives Construction, Inc. or its agents for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Hardrives Construction, Inc. does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that completion of this Application for Employment does not guarantee that COMPANY has employed me.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

**Hardrives Construction, Inc. is an Equal Opportunity Employer.**