MONTANA STATE UNIVERSITY - NORTHERN EMPLOYMENT APPLICATION

As an Equal Opportunity Employer, MSU-Northern encourages
applications from women and minorities, and complies with State and
Federal Equal Opportunity/Affirmative Action/Americans with
Disabilities Act regulations. In compliance with the Montana Veteran's
Employment Preference Act, MSU-Northern provides preference in
employment to veterans, disabled veterans, and certain eligible
relatives of veterans. MSU-Northern makes reasonable
accommodation for any known disability that may interfere with an
applicant's ability to compete in the hiring process or an employee's
ability to perform the duties of the job. To claim veteran's
preference or request accommodation, contact Human Resources
MSU-Northern, Havre, MT 59501,406-265-4147, hr@msun.edu.

Name:
Address:
Phone:

Position Applying for:

Submit application materials to: Human Resources, Cowan Hall 204, MSU–Northern, P.O. Box 7751, Havre, MT 59501, (406) 265-3530 (fax).

REQUIRED QUALIFICATIONS

EXPERIENCE AND EDUCATION

REQUIRED QUALIFICATIONS	EXPERIENCE AND EDUCATION
In this column list each required qualification stated in the Position	In this column describe experience and education, and explain how you
Vacancy Announcement:	meet each of the required qualifications.
FOR EXAMPLE:	Two (2) years experience as a clerk typist for Montana Highway
One year of full time clerical experience	Department, responsible for answering phones, greeting the public,
	daily posting of ledgers, monthly billings, and daily typing of business
	correspondence, manuscripts and memos.
1.	
2.	
۷.	
3.	
4.	

5.	
6.	
7.	
8.	
0	
9.	
10.	
10.	
11.	
12.	

EMPLOYMENT HISTORY: List present or most recent experience first - include military experience and volunteer work. Indicate if you do not want us to contact your current employer.

REMINDER: It is required that you list all prior permanent employment by any of the four Montana State University campuses including Montana State University-Northern or Northern Montana College. Include service dates, position(s), and previous name (if applicable):

Dates (Month and Year) From – To	Employer Name and Address	Position Title	
Company Phone:	Supervisor's Name and Title:	Total No. Yr. or Mo. Worked	
Total No. of Hrs. per week	Salary: Beginning	Ending	
escribe Responsibilities and Duties- Be Specific:			
Reason For Leaving:			
Dates (Month and Year) From – To	Employer Name and Address	Position Title	
Company Phone:	Supervisor's Name and Title:	Total No. Yr. or Mo. Worked	
Total No. of Hrs. per week	Salary: Beginning	Ending	
Describe Responsibilities and Duties- Be Specific:			
Reason For Leaving:			
Dates (Month and Year) From – To	Employer Name and Address	Position Title	
Company Phone:	Supervisor's Name and Title:	Total No. Yr. or Mo. Worked	
Total No. of Hrs. per week	Salary: Beginning	Ending	
Describe Responsibilities and Duties- Be Specific:			
Reason For Leaving:			
Dates (Month and Year) From – To	Employer Name and Address	Position Title	
Company Phone:	Supervisor's Name and Title:	Total No. Yr. or Mo. Worked	
Total No. of Hrs. per week	Salary: Beginning	Ending	

SCHOOL	NAME AND LOCATION	YEARS ATTENDED	MAJOR COURSE OF STUDY	DIPLOMA OR DEGREE				
High School								
College or University								
Other (Specify)								
Professional Licenses, Skills, Certificates, etc.:								
Professional References:								
1.								
Name	Current Address		Phone					
2.								
Name	Current Address		Phone					
3.								
Name	Current Address		Phone					
To comply with the Montana State Nepotism Law, please list any relatives employed by MSU-Northern.								
Name	Departmer		Relationship					
I hereby authorize MSU-Northern to inquire as to my record with any or all former employers and understand that MSU-Northern will suffer no liability as the result of such inquiries. I hereby guarantee the truthfulness of the above statements. The making of a false statement will be sufficient cause for denying me consideration for employment or for dismissal from employment.								
Date:	Signature:							

ADDITIONAL INFORMATION: Please give any additional information, which may more fully describe your qualifications, skills and capabilities. This space may be used to continue descriptions of your education experience: