



P.O. Box 421, Glendive, MT 59330 -- (406) 377-3396 or 1-800-821-8320

Professional Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Present Employer: _____

Address: _____
Street Address

_____ *City State ZIP Code*

Phone: _____ May we contact your current employer: ____ Yes ____ No

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for DCC? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Education

Important: Copies of transcripts must be submitted with application.

High School: _____ Address: _____
YES NO

From: _____ to: _____ Did you graduate? Diploma: _____

College: _____ Address: _____
YES NO

From: _____ To: _____ did you graduate? Diploma: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____
Phone: _____

List any significant professional or occupation license(s) you have had and attach a copy:

Note: It is highly recommended that a current resume be attached to this application.

Previous Employment (most recent first)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Starting Salary: \$ _____ Ending Salary: \$ _____

From: _____ To: _____ Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Starting Salary: \$ _____ Ending Salary: \$ _____

From: _____ To: _____ Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Starting Salary: \$ _____ Ending Salary: \$ _____

From: _____ To: _____ Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes No

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

Dawson Community College has an obligation to students and taxpayers to employ those who will maintain the quality of its services and whose contacts with the public will maintain public confidence. To achieve these objectives, the College may conduct investigations, including verification of prior employment history and education. By signing this application, you authorize the College to make these investigations, and you indicate your awareness that false statements or failures to disclose information may be sufficient to disqualify you for employment, or if employed, may result in your dismissal.

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, addresses, and phone numbers).

Non-discrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, color, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies. Dawson Community College has a policy of non-discrimination in employment practices and in admissions, access to and conduct of educational programs and activities. Any student, employee applicant for admission or employment may file a discrimination grievance. Inquiries or complaints concerning these matters should be brought to the attention of Director of Human Resources and Title IX Coordinator. Telephone: (406) 377-9412. Email: dnyberg@dawson.edu. Mailing Address: Daisy Nyberg, Director of Human Resources and Title IX Coordinator, 300 College Drive, Glendive, MT 59330.

EQUAL OPPORTUNITY EMPLOYER

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____
 Hired Yes No DATE: _____
 Position: _____
 Department: _____