



1221 NORTH RUSSELL MISSOULA, MONTANA 59808

APPLICATION FOR EMPLOYMENT

Notice to Applicants

We welcome you as an applicant for employment. It is the policy of Blackfoot Telephone Cooperative to consider applicants for all positions without regard to race, color, creed, religion, sex, national origin, age, marital status, qualified disability, veteran status or any other legally protected status unless related to a bona fide occupational requirement. **Please print in ink or type.** Please attach a resume and other supporting documentation.

POSITION APPLIED FOR _____ DATE _____

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Name _____ Social Security Number _____
LAST FIRST MIDDLE

Present Address _____

City _____ State _____ Zip _____

Business Phone _____ Home Phone _____

May we contact you at work? Yes No E-Mail _____

List other names, if any, used on employment or education records _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Are you under 18? Yes No

Have you ever been convicted of a felony? Yes No If yes, when? _____

Describe conviction

(Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements.)

Have you ever worked for or are you currently working for any Blackfoot Telephone Companies? Yes No

If yes, please give dates and department _____

Current or prior position _____ Reason for leaving _____

Do you have any relatives currently working for Blackfoot or who currently serve on the Board of Trustees? Yes No

If yes, please give their name and relationship

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School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
High			1	2	3	4	() Yes () No	
College			1	2	3	4	() Yes () No	
Other (Specify)								

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Special Skills Relating To The Position You Are Applying For:
(clerical skills, equipment operating skills, computer skills, line laying experience, flagger training, etc.)

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Certificates (CPA, PE, Computer, Equipment, etc.)

Name and complete address of Licensing Agency	Type of License	Endorsement/Restriction (if applicable)	Date Licensed	Date Expires (if applicable)

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Driver's License: (If required for this position)

Do you have a valid Driver's License? Yes No State _____

Number _____ Expiration Date _____

Do you have a Commercial Driver's License? Yes No

If yes, specify Type _____ Class _____

Endorsements: Airbrakes _____ Other (specify) _____

Notice to applicant: If the job for which you are applying requires the use of company vehicles, we will check your driving record if you are a finalist for the job.

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Employment Experience - This information must be completed even if a resume is submitted.

Instructions: Begin with your present or most recent job and list your work experience with emphasis on experience that is relevant to the position for which you are applying. Include military service and any volunteer work which has provided experience that would help you qualify. If the space below is not adequate, you may respond to this section on a separate sheet of paper.

Notice to applicants: Information that you provide on this application is subject to verification. Previous employers may be contacted as references and for verification. May we contact your present employer? Yes No

CURRENT OR MOST RECENT EMPLOYER _____

ADDRESS _____

Date employed: From _____ To _____

Position _____ Salary _____

Contact Name & Title _____ Phone _____

Describe work performed

Reason for leaving _____

PAST EMPLOYER _____

ADDRESS _____

Date employed: From _____ To _____

Position _____ Salary _____

Contact Name & Title _____ Phone _____

Describe work performed

Reason for leaving _____

PAST EMPLOYER _____

ADDRESS _____

Date employed: From _____ To _____

Position _____ Salary _____

Contact Name & Title _____ Phone _____

Describe work performed

Reason for leaving _____

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List three (3) references, excluding relatives, who have knowledge of your ability to perform this job.

Full Name	Complete Mailing Address	Telephone Number
_____	_____	work: _____ home: _____
Relationship to you: _____		
_____	_____	work: _____ home: _____
Relationship to you: _____		
_____	_____	work: _____ home: _____
Relationship to you: _____		

READ BELOW AND SIGN

- 1) In order to ensure the safety of Blackfoot’s employees, information systems and property, divulging any access codes, alarm codes, log-on identification or passwords is strictly prohibited. I will operate with a keen understanding of the confidential nature of our business. I will keep all information concerning business plans, financial information or customer information (including any unlisted or non-published numbers and credit information) strictly confidential.
- 2) As an applicant for a position with Blackfoot Telephone Cooperative, I am required to furnish information which this company may use in determining my qualifications. In this connection, I hereby expressly authorize release of any and all information which you, as a previous employer or employment reference, may have concerning me, including information of a confidential or privileged nature. I hereby release any organization, company, institution or person furnishing the information requested and I understand that information received will be held in confidence by Blackfoot. I authorize the use of duplicated copies of this document to serve as the original.
- 3) I acknowledge that I must submit to a drug test prior to being hired and must have a negative result. I further acknowledge that complying with the Drug-free Workplace Policy and remaining drug free are conditions of my employment. I understand that employment may be contingent upon satisfactory completion of a physical examination showing that I can adequately perform job-related functions.
- 4) I also understand that I do not have an agreement for employment for any specified period of time and that no company representative with whom I have interviewed has the authority to make such an agreement or any agreement contrary to the above.
- 5) I certify that the foregoing answers, and all supplemental documents are correct and that false information may result in dismissal if employed.
- 6) If employed by Blackfoot Telephone Cooperative, I will abide by Policies, Practices and Procedures of the company.

Signature of Applicant

Date



****EEO REPORTING - OPTIONAL****

The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of the individual applicants on the basis of visual observation or surname when possible.

Race and Ethnic Identification:

- Hispanic or Latino
- White (Not Hispanic or Latino)
- Black or African American
- American Indian/Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Two or More Races
- Other: _____

Gender:

- Male
- Female

****ADDITIONAL APPLICANT INFORMATION – OPTIONAL****

To assist in our recruiting efforts, please let us know where you heard about the position you are applying for. Thank you for your assistance.

_____ Newspaper. Please specify: _____

_____ Blackfoot.com

_____ Job Search Web site (i.e. Monster, Yahoo, etc.). Please specify: _____

_____ Blackfoot employee

_____ Other. Please specify: _____