

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

5.	
6.	
7.	
8.	
9.	
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

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

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:
