



Employment Application
Whitefish Bike Retreat
855 Beaver Lake Road
Whitefish, MT 59937

Position applying for: _____

EMPLOYEE INFORMATION

Name: _____

Telephone: _____ Email: _____ Alternate telephone: _____

Address: _____

Are you able to perform the essential functions of the position with or without accommodations?

Yes No

If necessary for the job, I am able to:

Work overtime? Yes No

Provide a valid Driver's License? Yes No

If so, fill out the following: Issuing state and DL #: _____

Date of Birth _____

Do you have a clean driving record? Yes No

I am legally eligible for employment in the U.S.?

If No, please explain _____

Yes No

If considered for employment, I agree to a background and drug test

Yes No

Do you have a current passport? Yes No

I will be able to report to work

I am able to work the following shifts: (check all that apply)

_____ **days after being notified I am hired.**

Day Night Holidays Weekends

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
Pay: \$		Reason for leaving:	
Per:	Supervisor: Telephone:		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
Pay: \$		Reason for leaving:	
Per:	Supervisor: Telephone:		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
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Per:	Supervisor: Telephone:		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
Pay: \$		Reason for leaving:	
Per:	Supervisor: Telephone:		

Summarize other employment related to this job:

EDUCATION

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

MILITARY

Are you a veteran? Yes No

Duty/specialized training: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to our attention:

REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known

CONTACT

In case of accident or illness, please contact: Name: _____ Daytime phone: _____
Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant

Date

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.