



Application for Employment

PO Box 6127
 Helena, MT 59604
 Phone (406) 442-5360

An Equal Opportunity Employer

Prospective employees will be considered without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status, or other protected status in accordance with applicable federal and state equal employment opportunity laws.

General

Last Name	First	Middle:	Date
Street Address			Home Phone
City, State, Zip			Business Phone
Have you ever applied for employment with us? <input type="checkbox"/> Yes If Yes, Date & Location <input type="checkbox"/> No			Social Security #
Position Desired			Pay Expected
How did you hear about this position (newspaper, internet, colleague referral, etc.)			
Are you legally eligible for employment in the United States?			Yes No
Date available for employment			
Do you have a valid drivers license?			Yes No
Drivers License Number			
Have you been convicted of a felony? (Please note that a "Yes" answer will not bar you from consideration for employment). If Yes, please explain:			Yes No
Are you able to perform the primary duties of the job as outlined in the advertisement, posting, job description, etc with or without reasonable accommodation?			Yes No

Education

<i>School</i>	<i>Name & Location of School</i>	<i>Course of Study</i>	<i># Yrs Completed</i>	<i>Degree or Diploma</i>
Graduate				
College				
Business/Trade/ Technical				
High School				

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking:

Employment – Please give accurate, complete employment record. Start with your present or most recent employer and list your last four (4) jobs in order.

Company Name	Telephone ()
Address	Employed From: To:
Name of Supervisor	Monthly Pay Start: Last:
Job Title and Describe Your Work	Reason for leaving

Company Name	Telephone ()
Address	Employed From: To:
Name of Supervisor	Monthly Pay Start: Last:
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Job Title and Describe Your Work	Reason for leaving

We may contact the employers listed above, as references unless you indicate those you do not want us to contact:

Do Not Contact: _____

Reason: _____

Interviews are given on a competitive basis, using job-related factors, after an application has been received and reviewed. Not everyone who applies for a vacant position will be interviewed.

Please read the following statements carefully before signing this application. Only those applications that are signed and dated are considered valid. If you have any questions regarding this statement, please ask them before signing.

I certify I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

I authorize the educational institutions, employers and supervisors, and personal references listed to give any information they may have regarding me to Payne Financial Group, Inc. I release Payne Financial Group, Inc., educational institutions, personal references, and previous employers and supervisors from liability for any damage that may result from furnishing information to Payne Financial Group, Inc.

I understand this application is not an offer of employment and no promises or representations have been made to me at this time.

If hired, I recognize the rules and policies of Payne Financial Group, Inc. I understand that my employment and compensation can be terminated at any time. This employment application and any other company documents or manuals do not constitute contracts of employment, and any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by prospective or existing employees. I also understand that unless otherwise stated in an employment contract the company may change, withdraw and interpret other policies (including wages, hours, and working conditions), as it deems appropriate.

I have read, understand, and agree with the above.

Signature of Applicant

Date

This application is valid for the current job opening only. If I want to be considered for job openings from the date signed, I will submit a new application.

Note: All personnel records are kept confidential and are not released to anyone without written authorization.

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