



RJS & ASSOCIATES, INC.

435 Oats Road
Box Elder, MT 59521
(406) 395-4757

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion, and job status, without regard to race color, religion, creed, sex marital status, national origin, age, physical or mental disability.

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Telephone _____

GENERAL INFORMATION:

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? Yes No

Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.) Yes No

If yes, please explain: _____

EDUCATION & TRAINING:

Last grade completed - Grade 12 College: 1 2 3 4 Masters Doctorate

Name & Address of School	Major Course Studied	Graduated or degree (Y or N)	Average Grade
Last High School Attended:			
College or University:			
College or University (or other school):			

List any scholarships, academic honors, awards, or special achievements: _____

SKILLS Please list any skills you have that are appropriate for the position you are applying for:

If required, will you work? Extra hours: Yes No Weekends: Yes No

Position applying for (be specific):

Salary Requirements:

_____ \$ Per hour Per year

State fully why you are qualified for this position:

INTERESTS / ACCOMPLISHMENTS: You may wish to list significant experience, interest, and accomplishments gained while working as a volunteer or as a hobbyist that may be useful in the position you are seeking. Names or organizations designating religion, race, etc. need not be mentioned.

If hired, date you can start: _____

EMPLOYMENT HISTORY:

Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYMENT for at least the past FOUR employers. If currently employed, may we contact your employer? Yes No

Full Name of Company:	Telephone (include area code)	SALARY Begin/End	EMPLOYED From/To
Street Address:	City:	State:	Zip
Name & Title of Supervisor:	Title of your position:	REASON FOR LEAVING:	
List Jobs held, duties performed, skills used, and promotions while employed at this company:			

Full Name of Company:	Telephone (include area code)	SALARY Begin/End	EMPLOYED From/To
Street Address:	City:	State:	Zip
Name & Title of Supervisor:	Title of your position:	REASON FOR LEAVING:	
List Jobs held, duties performed, skills used, and promotions while employed at this company:			

Full Name of Company:	Telephone (include area code)	SALARY Begin/End	EMPLOYED From/To
Street Address:	City:	State:	Zip
Name & Title of Supervisor:	Title of your position:	REASON FOR LEAVING:	
List Jobs held, duties performed, skills used, and promotions while employed at this company:			

Full Name of Company:	Telephone (include area code)	SALARY Begin/End	EMPLOYED From/To
Street Address:	City:	State:	Zip
Name & Title of Supervisor:	Title of your position:	REASON FOR LEAVING:	
List Jobs held, duties performed, skills used, and promotions while employed at this company:			

READ CAREFULLY: I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you an and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. Pre employment drug testing: I acknowledge that I will be required to submit to drug screening as a condition of hire.

Signature _____ Date _____