

**FRIENDSHIP HOUSE**
OF CHRISTIAN SERVICE

3123 8th Ave. S., Billings, MT 59101
406.259.3800 x 109 HR Department Phone
406.259.4638 fax

EMPLOYMENT APPLICATION**Name:** _____

Last

First

Middle

Mailing _____**Address:** Street or P.O. Box

City

Zip

Telephone: _____

Home

Work

Cell

Position Applying For: _____**Will you accept:**☐

Full-Time

☐

Part-Time

☐

Seasonal

Were you previously employed by Friendship House?

If "Yes", give dates: _____

Friendship House is a neighborhood center serving children, youth, and families.

For what reasons do you seek employment at The Friendship House?

What experiences, skills or qualifications that you possess would benefit the position you are seeking?

EDUCATION

Name and Address of High School	Diploma/Certificate	If None, Highest Grade Completed

COLLEGE, UNIVERSITY OR OTHER SCHOOLS

Name and Location	Dates Attended (Month/Year)	Major Minor	Degree/Certificate & Date Received

The information provided on this application is subject to verification. Falsifications or misrepresentation may disqualify you from consideration of employment or may be grounds for termination at a later date.

My signature below certifies that all information on this page and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentation. I authorize all former employers and my present employer to release job-related information about me to Friendship House. I release all persons or companies from any liability or responsibility for providing such information.

Signature _____**Date** _____

Friendship House of Christian Service is an equal opportunity employer.

EXPERIENCE

Even if a resume is submitted, this information must be completed. List your work/volunteer experience. Emphasize the experience that is relevant to the position for which you are applying. Begin with your present or most recent experience. Include Military Service that would help you qualify, listing each promotion as a separate position. If necessary, please attach additional sheets.

Full Business Name:	Summarize your duties/responsibilities
Complete Address:	
Type of Business:	
Dates employed (Month/Year): _____ to _____	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Other	
Job Title:	
Immediate Supervisor's FULL Name & Phone Number	

Reason for Leaving:

Full Business Name:	Summarize your duties/responsibilities
Complete Address:	
Type of Business:	
Dates employed (Month/Year): _____ to _____	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Other	
Job Title:	
Immediate Supervisor's FULL Name & Phone Number	

Reason for Leaving:

Full Business Name:	Summarize your duties/responsibilities
Complete Address:	
Type of Business:	
Dates employed (Month/Year): _____ to _____	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Other	
Job Title:	
Immediate Supervisor's FULL Name & Phone Number	

Reason for Leaving:

REFERENCES			
<i>Must be non-related references</i>			
Name:		Phone Number:	
Name:		Phone Number:	
Name:		Phone Number:	

Please include 3 reference letters and your resume when turning this into The Friendship House.