

7. EXPERIENCE *Continued....*

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| Name & Complete Address of Employer | |
| Your Job Title | Dates Employed _____ / _____ to _____ / _____ Month Year Month Year |
| Type of Business | Avg. Hrs. Per Week _____ Time Employed _____ / _____ Years |
| Immediate Supervisor(s) | Phone No. _____ Months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer |
| Describe your duties in detail (knowledge, skills, behaviors required, employees supervised, accomplishments) | |
| Reason for Leaving: | |

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| Immediate Supervisor(s) | Phone No. _____ Months <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer |
| Describe your duties in detail (knowledge, skills, behaviors required, employees supervised, accomplishments) | |
| Reason for Leaving: | |

8. If requested by a State agency, would you like a copy of your state employment application made available for other similar state positions? YES NO **There is no guarantee that this information will be made available.**

STATE OF MONTANA EMPLOYMENT AND BENEFIT INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY - It is the policy of the State of Montana that state government is an equal employment opportunity employer; does not discriminate in employment based upon **race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs**; and implements and maintains an effective equal employment opportunity program.

APPLICATION AND SELECTION PROCESS – The process used to evaluate an applicant's qualifications may include an evaluation of the State of Montana Employment Application and supplemental responses if required, a performance test or work sample, a structured interview and reference or background checks. Applicants will be notified when screening has been completed.

BENEFITS - State employees working at least half-time are also provided paid health, dental, vision, and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth or adoption) leave and for immediate family illness care.

REASONABLE ACCOMMODATIONS - Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If an accommodation is needed to participate in any selection process, make arrangements well in advance of the process. A description of the selection process and the essential job duties is included in the vacancy announcement. TTY users may call the department TTY number if available or use the relay service by dialing 711.

EMPLOYMENT PREFERENCE - The **Veteran's Public Employment Preference Act** and the **Persons with Disabilities Public Employment Preference Act** provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. An applicant claiming employment preference must complete an **Employment Preference Form, PD-25A**, available through your local Montana Job Service Workforce Center or the State of Montana Employment Information Web site at: <http://mt.gov/statejobs/statejobs.asp>. You must also provide the appropriate documentation of eligibility with the application. The required documentation may include a DD-214; a document issued by the Office of the Adjutant General of the Montana National Guard certifying service; or a PHHS Certifications of Disability form. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services for details on obtaining persons with disabilities preference certification. For more information, contact your local Job Service Workforce Center.

IMMIGRATION REFORM AND CONTROL ACT- In accordance with the Immigration Reform and Control Act, the person selected must produce **within three days of hire**, documentation that he or she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States Passport, Certificate of Naturalization, a Permanent Resident Card, an Alien Registration Receipt Card (Green Card) or a Resident Alien Card.

MONTANA COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT - In accordance with the Montana Compliance with Military Selective Service Act, men selected for state government employment must produce documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a man was not required to register, or information showing by a preponderance of evidence that a man's failure to register with Selective Service was not done knowingly or willfully.