

2. EMPLOYER: _____

JOB TITLE: _____

DUTIES: _____

3. EMPLOYER: _____

JOB TITLE: _____

DUTIES: _____

WHAT SKILLS AND ABILITIES DO YOU HAVE WHICH WOULD MAKE YOU A GOOD HELP DESK WORKER?

REFERENCES: LIST TWO PEOPLE YOU HAVE REQUESTED PROFESSIONAL REFERENCES FROM FOR THE HELP DESK WORKER POSITION (ONE LOCAL REFERENCE IF POSSIBLE) INCLUDING ADDRESS, PHONE NUMBER, AND RELATIONSHIP TO THE INDIVIDUAL.

1. NAME: _____	2. NAME: _____
ADDRESS: _____	ADDRESS: _____
_____	_____
PHONE NUMBER: _____	PHONE NUMBER: _____
RELATIONSHIP: _____	RELATIONSHIP: _____

APPLICATION PROCEDURES: ONCE THIS FORM HAS BEEN COMPLETED AND YOU HAVE SENT YOUR REFERENCE FORMS TO THE ABOVE-LISTED REFERENCES, SUBMIT THIS FORM TO THE HUMAN RESOURCES OFFICE IN ROOM G38 AT THE MSU-GREAT FALLS CAMPUS. YOUR APPLICATION WILL BE HELD FOR THE CURRENT SCHOOL YEAR. IT IS YOUR RESPONSIBILITY TO UPDATE YOUR APPLICATION WHEN NECESSARY, WHICH YOU CAN DO IN WRITING AT THE HUMAN RESOURCES OFFICE.

I UNDERSTAND THAT I MUST BE A CURRENT STUDENT OF MSU-GREAT FALLS TO BE CONSIDERED FOR EMPLOYMENT, AND REMAIN A STUDENT FOR THE DURATION OF MY EMPLOYMENT. I ALSO VERIFY THAT THE ABOVE INFORMATION IS ACCURATE.

SIGNATURE: _____

DATE: _____

****PLEASE BE ADVISED: APPLICANTS WHO APPLY IN THE SUMMER WILL NOT BE INTERVIEWED/HIRED UNTIL THE FIRST OR SECOND WEEK OF FALL SEMESTER.**