



Lewis & Clark Motels

Employment Application

Applying for the Bozeman Location or Three Forks Location

APPLICANT INFORMATION

Last Name				First			M.I.	Date		
Street Address							Apartment/Unit #			
City				State			ZIP			
Phone				E-mail Address						
How did you hear about our job opening?						Date Available to Start				
Position(s) Preferred	Housekeeping _	Front Desk _	Maintenance _	Last 4 Digits of Social Security #			*** _ ** _ _ _ _			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the Lewis & Clark?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain							

**NOTE: IF YOU ARE APPLYING FOR A POSITION AT OUR FRONT DESK, WE ASK FOR A MINIMUM COMMITMENT OF 6 MONTHS DUE TO EXTENSIVE TRAINING INVLOVED WITH THE POSITION.
IF YOU ARE APPLYING FOR HOUSEKEEPING POSITION, A MINIMUM COMMITMENT OF 2 MONTHS IS REQUIRED.
IF YOU ARE UNABLE TO COMMIT TO THESE DUE TO MOVING, SCHOOL, OR ANY OTHER PERSONAL CONFLICTS, WE WOULD APPRECIATE IT IF YOU WOULD RECONSIDER APPLYING.**

EDUCATION

High School				Address					
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College				Address					
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Other				Address					
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				

REFERENCES

Please list two professional references.

Full Name				Relationship				
Company				Phone				
Address								
Full Name				Relationship				
Company				Phone				
Address								

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Pay	\$ /HR	Ending Pay \$ /HR
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company		Phone	
Address		Supervisor	
Job Title	Starting Pay	\$ /HR	Ending Pay \$ /HR
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

STUDENT SECTION- PLEASE FILL IN IF YOU ARE ATTENDING CLASSES CURRENTLY

Are you currently a student at MSU?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you able to provide a copy of your class schedule?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you available for weekday AND weekend hours?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Would you be available for Holiday and Summer work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, when would you be unavailable to work? _____
Are you available for full-time work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, how many hours are you available to work? _____
Are you flexible for assigned hours, as they may change each week?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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MANAGEMENT NOTES: