



Return To:
AAA MountainWest
Human Resources
2100 Eleventh Avenue
Helena, MT 59601
406/447-8108
406/442-5671 Fax

APPLICATION FOR EMPLOYMENT

SPECIFIC POSITION APPLIED FOR:

VACANCY LOCATION:

Date: _____

“We exist to assure security and peace-of-mind for anyone who travels.”

Legal Name: Last Name First Name Middle Name

Present Address: Street City State/Zip

Home Telephone Business Telephone

We appreciate your interest in AAA MountainWest and will be happy to explore with you the possibilities of your joining our staff. It is the policy of AAA to seek, employ and assign the best qualified personnel in all of our facilities. AAA MountainWest will not refuse employment to any person or discriminate against any person in compensation or in a term, condition, or privilege of employment because of the person’s race, religion, creed, color, national origin or sexual preference or because of the person’s age, physical or mental disability, or marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction.

By law, qualified applicants are entitled to request reasonable accommodation and assistance to complete this application form or to proceed in any part of the application process. To request an accommodation or assistance contact Human Resources at the above address.

Have you previously been employed by AAA? <input type="checkbox"/> Yes If yes, where? When? <input type="checkbox"/> No
Do you have any relatives employed by AAA? <input type="checkbox"/> Yes If yes, give name, relationship & location: <input type="checkbox"/> No

If necessary, will you relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No If necessary, will you travel? <input type="checkbox"/> Yes <input type="checkbox"/> No
When will you be available for work? _____ Desired Salary \$ <input type="text"/>

BEFORE A CANDIDATE CAN BE CONSIDERED FOR EMPLOYMENT, THE FOLLOWING MATERIALS MUST BE SUBMITTED:

- 1 A letter of application expressing your interest in a specific AAA position,
- 2 A properly completed and signed AAA MountainWest Application Form,
- 3 Evidence of Montana, Wyoming or Alaska licensure if the position applied for requires such,
- 4 A professional resume which includes the candidate’s academic preparation, experience or other qualifications which specifically relate to the position,
- 5 Completed supplemental question forms, if required.

If allowed by federal and state law, the direct deposit of your paycheck to a bank of your choice is required as a condition of employment.

All written or oral offers of employment and grade or salary placement are conditional offers and contingent upon final approval by the President, verification of reference information, completion of background checks, the completion of any post-offer medical examination required by AAA and submission of satisfactory employment-eligibility documentation required by federal law.
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TYPE OF SCHOOL	EDUCATION Name and Location of School	GRADUATE		COURSE OF STUDY	DEGREE RECEIVED	GRADE POINT AVERAGE
		Yes	No			
HIGH SCHOOL	NAME					
	CITY, STATE					
BUSINESS/ TRADE SCHOOL	NAME					
	CITY, STATE					
COLLEGE	NAME					
	CITY, STATE					
	NAME					
	CITY, STATE					
OTHER (Specify)	NAME					
	CITY, STATE					
	NAME					
	CITY, STATE					
	NAME					
	CITY, STATE					

List **current** Professional Licenses, Registration, or Certifications (sales, insurance, CTA, CTC, CPA, etc.)

Licensing Agency Name and Location	Type of License	Endorsement/Restriction (if applicable)

Check the skills/items in which you have experience:

- | | |
|--|--|
| <input type="checkbox"/> Adding Machine | <input type="checkbox"/> Speedwriting WPM _____ |
| <input type="checkbox"/> Telephone Switchboard | <input type="checkbox"/> Multi-line Phone |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Typing/keyboard WPM _____ |
| <input type="checkbox"/> Dictation | <input type="checkbox"/> Other (Specify) _____ |
| <input type="checkbox"/> Filing | _____ |
| <input type="checkbox"/> Scheduling | _____ |

PC KNOWLEDGE/EXPERIENCE: (specify name or type)

- | |
|--|
| <input type="checkbox"/> Word processing software _____ |
| <input type="checkbox"/> Spreadsheet software _____ |
| <input type="checkbox"/> Database software _____ |
| <input type="checkbox"/> Graphics software _____ |
| <input type="checkbox"/> Desktop publishing software _____ |
| <input type="checkbox"/> Other _____ |

Are you licensed to drive? Yes No If yes, what state? _____

Have you ever been bonded? Yes No When and where? _____

1. Present or Most Recent Employer -- IF CURRENTLY EMPLOYED, MAY WE CONTACT? YES NO

(Note: If any portion of your current or previous earnings were variable (commissions, bonuses, incentives) please attach an explanation).

NAME OF EMPLOYER		ADDRESS - CITY, STATE, ZIP CODE			
DATE EMPLOYED From _____ To _____		MONTHLY EARNINGS Entry _____ Final _____ \$ _____ \$ _____		NAME OF SUPERVISOR	TELEPHONE #
JOB TITLE			DESCRIBE THE WORK YOU PERFORM(ED):		
REASON FOR LEAVING:					

2. Previous Employer

NAME OF EMPLOYER		ADDRESS - CITY, STATE, ZIP CODE			
DATE EMPLOYED From _____ To _____		MONTHLY EARNINGS Entry _____ Final _____ \$ _____ \$ _____		NAME OF SUPERVISOR	TELEPHONE #
JOB TITLE			DESCRIBE THE WORK YOU PERFORMED:		
REASON FOR LEAVING:					

3. Previous Employer

NAME OF EMPLOYER		ADDRESS - CITY, STATE, ZIP CODE			
DATE EMPLOYED From _____ To _____		MONTHLY EARNINGS Entry _____ Final _____ \$ _____ \$ _____		NAME OF SUPERVISOR	TELEPHONE #
JOB TITLE			DESCRIBE THE WORK YOU PERFORMED:		
REASON FOR LEAVING:					

4. Previous Employer

NAME OF EMPLOYER		ADDRESS - CITY, STATE, ZIP CODE			
DATE EMPLOYED From _____ To _____		MONTHLY EARNINGS Entry _____ Final _____ \$ _____ \$ _____		NAME OF SUPERVISOR	TELEPHONE #
JOB TITLE			DESCRIBE THE WORK YOU PERFORMED:		
REASON FOR LEAVING:					

Additional employment experience can be added on a separate sheet of paper providing information as requested above.

SUMMARY OF VOLUNTEER/ CIVIC ACTIVITIES	LOCATION	TYPE OF ORGANIZATION	POSITION HELD	From		To	
1.							
2.							
3.							
4.							

(You do not have to list any organization or activity the name of which indicates the race, creed, religion, color, national origin, sexual preference, age, physical or mental disability, sex or marital status of its members.)

PERSONAL REFERENCES

Name and Occupation	Address	Phone Number
1.		
2.		
3.		

Have you ever been convicted of a crime? Yes No. (A conviction record will not necessarily exclude you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.) For purposes of answering this question, a conviction includes a finding of guilty, a plea of guilty, a plea of “no contest” or its equivalent, or a forfeiture of bond. A “crime” includes any criminal offense, with the exception of parking tickets and traffic offenses if: (1) the traffic offense was committed more than three years before the date of this application; and (2) the penalty imposed for the traffic offense was a monetary fine of less than \$100.

If yes, explain _____

Interviews are arranged on a competitive basis using job-related factors after an application has been received and reviewed. Not everyone who applies for a vacant position will be interviewed.

I certify that I have answered truthfully and have not withheld any information relative to my application. I understand that any false or misleading answers or statements regarding my application for employment may result in my being eliminated from further consideration. I further understand that, if accepted for employment, any false or misleading answers or statements regarding my application for employment may be cause for termination of my employment with AAA MountainWest.

I authorize and consent to allow educational institutions, employers and supervisors, and personal references listed in this application or in other supporting materials, e.g., resumes submitted in conjunction with this application, to give any information they may have regarding me to AAA MountainWest. I release AAA MountainWest and the educational institutions, employers and supervisors, and personal references listed in this application or supporting materials from liability for any damage that may result from furnishing information about me to AAA MountainWest.

In consideration of employment by AAA MountainWest, I agree to conform to the instructions, rules, and policies of AAA MountainWest. I recognize that the rules, policies, or benefits of AAA MountainWest may be revised or eliminated at any time.

Subject to the requirements of applicable statutes, I understand that if I am employed by AAA MountainWest, my employment may be terminated at the will of either myself or AAA MountainWest on notice to the other, for any reason considered sufficient by the terminating party. I understand that no representative of AAA MountainWest has any authority to enter into any agreement for employment for any specified term or period of time or to make any agreement contrary to the foregoing.

SIGNATURE

DATE