

P.O. Box 659
Broadus, MT 59317
Office (406) 4036-2409
Fax (406) 436-2558



Chad Gatlin, Mayor
mayor@broadusmt.gov
Josie Morris, Clerk/Treasurer
admin@broadusmt.gov

EMPLOYMENT APPLICATION

EMPLOYER INFORMATION

Employer Name: Town of Broadus
Address: 210 E Holt Street
City, State, and Zip Code: Broadus, MT, 59317
Telephone: (406) 436-2409

Town of Broadus is an Equal Opportunity Employer. We do not discriminate in our hiring practices on the basis of race, religion, color, sex, gender, identity, sexual orientation, age, disability, national origin, religion, veteran status, or any other status protected under federal, state, or local law.

All employment decisions at Town of Broadus are decided on the basis of candidate qualifications, merit, and the unique needs of our business and the position. All hiring decisions are handled through the Town of Broadus Town Council and Mayor.

APPLICANT INFORMATION

Applicant Name: _____
Address: _____
City, State, and Zip Code: _____
Telephone: _____ Alternate phone: _____
Email Address: _____

Date of Application: _____

EMERGENCY CONTACT

Contact Name: _____
Relationship to you: _____
Address: _____
City, State, and Zip Code: _____
Telephone: _____ Alternate phone: _____

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TOWN OF BROADUS MONTANA

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EMPLOYMENT POSITION

Employment Position Applied For: **Clerk/Treasurer**

Full or Part Time: **Full Time**

When can you begin work if you are hired? _____

Wage: **\$18.00-20.00 Hourly Hiring Wage; Increase based on experience**

Have you applied to any position at our company previously? ____ Yes ____ No

If yes, when did you apply: _____

If yes, what position did you apply for: _____

Do you have any friends or family working at our company? ____ Yes ____ No

If yes, name: _____

WORK ELIGIBILITY

Driver's License (State/Number): _____

Are you able to perform the essential functions of the job position with or without reasonable accommodation? ____ Yes ____ No

If applicable, are you available to work overtime? ____ Yes ____ No

EDUCATIONAL BACKGROUND

Please list the schools attended. Include any other pertinent information about your education. Degree in related field preferred but not required.

School name: _____

Address: _____

From: _____ To: _____ Did you graduate? ____ Yes ____ No

Subjects studied: _____

College/University: _____

Address: _____

From: _____ To: _____ Did you graduate? ____ Yes ____ No

Degree received: _____

Professional degrees, licenses, qualifications, or certifications:

Special Achievements or Awards:

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EMPLOYMENT HISTORY

Please list all jobs. Begin with the current or most recent employment.
Continue on an extra sheet of paper if necessary.

Name of Employer: _____
Address: _____
From: _____ To: _____ Position: _____
Key Duties: _____
Reason for Leaving: _____
Supervisor Name: _____ Supervisor Phone: _____

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Address: _____
From: _____ To: _____ Position: _____
Key Duties: _____
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From: _____ To: _____ Position: _____
Key Duties: _____
Reason for Leaving: _____
Supervisor Name: _____ Supervisor Phone: _____

APPLICANT SKILLS

Some skills that directly coordinate to this job include:

Clerical/Treasury support, business document preparation, data tracking and reporting, office administration, records and information management, and customer service

☐ Other skills/: _____



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REFERENCES

Name: _____
Relationship: _____
Address: _____
City, State, and Zip Code: _____
Telephone: _____

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Telephone: _____

Name: _____
Relationship: _____
Address: _____
City, State, and Zip Code: _____
Telephone: _____

I certify that all statements given on this application are true and complete to the best of my knowledge. I understand that any statements found to be false or misleading give sufficient reason not to hire me, or if hired, can be grounds for immediate termination. I authorize Town of Broadus to conduct any investigation deemed appropriate concerning my application.

I authorize former employers, references, and all other individuals and organizations disclosed herein to provide any information sought in connection with this application.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE _____ DATE _____

*****ATTACH RESUME WITH APPLICATION*****