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greatergallatinunitedway.org



Greater Gallatin
United Way

Employment Application

Greater Gallatin United Way is an equal-opportunity employer. We do not discriminate in hiring because of age, race, creed, color, national origin, sexual orientation, or disability.

Employment is contingent upon applicant's proof of citizenship or legal authorization to work in the United States.

Date: _____

CONTACT INFORMATION

NAME: First Middle Last

Alias (For employment history purposes):

Current Address:

Street

City

State

Zip

Mailing Address, if different than above:

Phone:

Home

Cell

Other/Message

Fax

E-mail Address:

Date you are available to start work?



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SKILLS & PROFICIENCY

Software:

Microsoft Word (Proficiency)	No	Low	Moderate	Excellent
Microsoft Excel	No	Low	Moderate	Excellent
Microsoft Publisher	No	Low	Moderate	Excellent
Accounting Programs				
Contact Database Programs				
Email	No	Low	Moderate	Excellent
Other Programs				

Administrative:

Multi-Line Telephone	No	Low	Moderate	Excellent
Letter Composition/Grammar	No	Low	Moderate	Excellent
Filing	No	Low	Moderate	Excellent
Scheduling	No	Low	Moderate	Excellent
Meeting Planning	No	Low	Moderate	Excellent

Professional Organizations, Memberships, Certificates, Volunteer Activities that may be relevant to position and not included in your resume:

Other Skills or Proficiencies not included in your resume.

ADDITIONAL DOCUMENTS

Cover Letter

Resume

References

Work History (If not listed on resume)



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I hereby affirm that the information provided on this application, and on my resume is true and complete to the best of my knowledge. Any false information or significant omissions may disqualify me from further consideration for employment and, should I be employed by Greater Gallatin United Way, may justify termination of my employment.

I hereby authorize Greater Gallatin United Way to contact the persons, schools, employers, and other organizations named in this application or any accompanying resume, as approved below, to confirm the information, which I have provided, and to obtain any additional information needed to make an employment decision.

Greater Gallatin United Way is authorized to contact:

_____ All employers named on my accompanying resume

_____ All employers named on my accompanying resume, except my current employer

If authorization to contact employer is withheld by applicant and a contingent offer of employment is made to applicant by Greater Gallatin United Way to secure approval for current references, Greater Gallatin United Way may rescind any offer of employment upon receipt of unsatisfactory references.

I also hereby authorize the persons and entities named to provide Greater Gallatin United Way the information that may be requested. In addition, I hereby waive and release any claims I may have against Greater Gallatin United Way in accordance with conducting these reference checks.

I hereby authorize Greater Gallatin United Way or their agent to perform criminal background checks and credit history checks and understand that the organization may rescind any offer of employment upon receipt of unsatisfactory information.

I hereby acknowledge I have read and understand the above statements.

Signature _____ Date _____

Questions about the position or the application process.

Contact Danica Jamison at danica@GreaterGallatinUnitedWay.org