

**BIG SKY FIRE DEPARTMENT  
P.O. BOX 160382  
BIG SKY, MT 59716**

**JOB APPLICATION**

---

We welcome you as an applicant to the Big Sky Fire Department. Your application will be considered with others in competition for the position for which you are applying. It is the policy and intent of the Big Sky Fire Department to provide equality in the opportunity for all persons. This department prohibits discrimination because of race, color, religion, national origin, political affiliation, disability, marital status, sex and age in all respects of our personnel policies, programs, practices and operations.

---

**Application Instructions**

1. Complete this application by typing or printing in black or blue ink.
  2. If a question does not apply to you, write "N/A".
  3. The application form is reviewed separately from any other materials submitted and will be used to evaluate your qualifications for this position. Therefore, you must answer all questions rather than referring to your resume or other materials you may have submitted. If you have previously applied for a position at the Big Sky Fire Department, this application still needs to be completed in its' entirety; this applies to both internal and external applicants.
  4. You may attach additional sheets, if necessary.
  5. Big Sky Fire Department makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the Fire District to consider any such accommodation, the applicant must make known any needed accommodation.
  6. **LATE, INCOMPLETE and/or UNSIGNED applications, including those which do not follow the instructions, will NOT be considered.**
-

**Applicant Information**

Name (Last, First, Middle Initial): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Phone Work Phone E-mail Address

**Please read the attached job description before answering the following question:**  
Can you perform the essential functions of this position with or without reasonable accommodation? [ ] Yes [ ] No. If no, please explain: \_\_\_\_\_

**DO YOU HAVE A VALID DRIVER'S LICENSE?** [ ] Yes [ ] No. If Yes: State: \_\_\_\_\_  
Commercial Driver's License? [ ] Yes [ ] No. If Yes, specify: \_\_\_\_\_  
Class: \_\_\_\_\_ Type: \_\_\_\_\_ Hazardous Material: \_\_\_\_\_ Tank: \_\_\_\_\_ Airbrakes: \_\_\_\_\_  
Other (specify): \_\_\_\_\_

**Please include a photocopy of your valid driver's license with your completed application.**

**Educational References**

Highest grade completed: \_\_\_\_\_

Did you receive a High School Diploma or Equivalent Certificate: [ ] Yes [ ] No  
Name and address of high school awarding diploma or equivalent certificate: \_\_\_\_\_

Please list name and address of College, University or Technical Schools you attended, including number of years attended, course of study, and degrees earned (attach photocopies of original certificates):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Training References**

List other schools or training which help you qualify for this position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Licenses/Registration, or Certificates**

List name and address of Licensing Agency, type of license, date licensed and date expires  
(attach photocopies of original certificates): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Relevant Skills**

Please list all skills relevant to this position:

- Skills with office machines (typewriter, 10 key, etc.): \_\_\_\_\_  
\_\_\_\_\_
  - Skills with data entry equipment, personal computer (list programs): \_\_\_\_\_  
\_\_\_\_\_
  - Other tools/equipment: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_

**References**

**List three (3) references who have knowledge of your ability to perform this job:**

1. \_\_\_\_\_  
Name Telephone Number
2. \_\_\_\_\_  
Name Telephone Number
3. \_\_\_\_\_  
Name Telephone Number

---

**Availability:**

Date you are available to work: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Will you accept: [  ] Full Time [  ] Part Time (less than 40 hours per week).

Are you available to work all shifts? (May include nights, weekends, holidays, rotating shifts)

[  ] Yes [  ] No If no, indicate any and all days/times you are **NOT** available to work:

---

---

---

---

---

---

## Employment History

**Beginning with today:** 1) List every job held during the **past seven (7) years**; 2) List each **promotion as a separate position**; 3) Account for all **gaps in employment**. You should also include any other experience (e.g., military or volunteer work) that you have which is relevant to this position. If the space provided is not adequate, you may respond to this section on a separate sheet of paper if all questions are answered and the same format is followed. **This information must be completed even if a resume or other application materials are submitted. DO NOT ATTACH A RESUME IN LIEU of this form.**

**Do you want to be informed before we contact your present employer?** [  ] Yes [  ] No

---

Present Employer	Mailing Address
------------------	-----------------

---

Phone	Supervisor
-------	------------

---

Position/Job Title	Employment Dates	Full or Part Time
--------------------	------------------	-------------------

Describe your duties (knowledge, skills, abilities required, employees supervised, and accomplishments): \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\*\*\*\*\*

---

Employer	Mailing Address
----------	-----------------

---

Phone	Supervisor
-------	------------

---

Position/Job Title	Employment Dates	Full or Part Time
--------------------	------------------	-------------------

Describe your duties (knowledge, skills, abilities required, employees supervised, and accomplishments): \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\*\*\*\*\*

**Employment History Continued**

---

Employer	Mailing Address
----------	-----------------

---

Phone	Supervisor
-------	------------

---

Position/Job Title	Employment Dates	Full or Part Time
--------------------	------------------	-------------------

Describe your duties (knowledge, skills, abilities required, employees supervised, and accomplishments): \_\_\_\_\_

---

Reason for Leaving: \_\_\_\_\_

\*\*\*\*\*

---

---

Employer	Mailing Address
----------	-----------------

---

Phone	Supervisor
-------	------------

---

Position/Job Title	Employment Dates	Full or Part Time
--------------------	------------------	-------------------

Describe your duties (knowledge, skills, abilities required, employees supervised, and accomplishments): \_\_\_\_\_

---

Reason for Leaving: \_\_\_\_\_

\*\*\*\*\*

---

---

Employer	Mailing Address
----------	-----------------

---

Phone	Supervisor
-------	------------

---

Position/Job Title	Employment Dates	Full or Part Time
--------------------	------------------	-------------------

Describe your duties (knowledge, skills, abilities required, employees supervised, and accomplishments): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\*\*\*\*\*

If related to anyone in our employ, give name, and relationship (include in-laws): \_\_\_\_\_  
\_\_\_\_\_

**Have you been convicted under any criminal law (include traffic violations) within the past five (5) years?** (Exclude parking tickets) [  ] Yes [  ] No (An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.) If yes, give when, where and the disposition of *each* case: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Certification**

**I hereby certify that all information on this application and all attached materials are true, correct, and complete to the best of my knowledge and contain no falsifications or misrepresentations. I am aware that falsifications or misrepresentations may disqualify me from consideration for employment or, if hired, may be grounds for termination at a later date.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_