



# EMPLOYMENT APPLICATION

**UNIVERSAL ATHLETIC**

912 N. 7th Avenue

BOZEMAN, MT 59715

PHONE: (406) 587-4415

FAX: (406) 587-0228

[WWW.UNIVERSALATHLETIC.COM](http://WWW.UNIVERSALATHLETIC.COM)

THIS COMPANY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, ORIGIN, SEX, AGE, MARITAL OR VETERAN STATUS, DISABILITY OR MEDICAL CONDITIONS, OR ANY OTHER BASIS PROHIBITED BY LAW.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

ZIP/POSTAL CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

POSITION(S) YOU ARE APPLYING FOR \_\_\_\_\_

APPLICATION DATE \_\_\_\_\_ DATE AVAILABLE TO START WORK? \_\_\_\_\_

HOURS/PERIOD OF TIME YOU ARE AVAILABLE TO WORK?

MON	TUES	WEDS	THURS	FRI	SAT	SUN

FULL TIME   PART TIME   TEMPORARY   SEASONAL   OTHER: \_\_\_\_\_

HAVE YOU BEEN CONVICTED OF A FELONY IN THE PAST 5 YEARS?   YES    NO

IF YES, PLEASE EXPLAIN

\_\_\_\_\_  
SUCH A CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FOR THE POSITION YOU ARE APPLYING FOR

HAVE YOU EVER FILED AN APPLICATION WITH US BEFORE?    YES    NO   IF YES, GIVE DATE: \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED WITH US BEFORE?    YES    NO   IF YES, LAST DATE WORKED: \_\_\_\_\_

HOW DID YOU HEAR ABOUT THIS COMPANY?

\_\_\_\_\_  
ARE YOU UNDER 16 YEARS OF AGE?   YES    NO    IF SO, DO YOU HAVE A VALID WORK PERMIT?   YES    NO

ARE YOU LEGALLY ELIGIBLE TO BE EMPLOYED IN THE UNITED STATES?   YES    NO

ARE YOU WILLING TO RELOCATE NOW?   YES    NO    IN THE FUTURE?   YES    NO

ARE YOU CURRENTLY OR DO YOU EXPECT THE BE ENGAGED IN ANY OTHER BUSINESS OR EMPLOYMENT?   YES    NO

IF YES, GIVE DETAILS

\_\_\_\_\_  
ARE YOU CURRENTLY ON LAY-OFF?   YES    NO

IF SO, ARE YOU SUBJECT TO RECALL?   YES    NO

# EMPLOYMENT HISTORY

PLEASE LIST YOUR PRESENT, OR MOST RECENT JOB FIRST

ARE YOU PRESENTLY EMPLOYED? YES  NO

IF PRESENTLY EMPLOYED, WHY ARE YOU CONSIDERING LEAVING?

NAME OF EMPLOYER \_\_\_\_\_

SUPERVISOR: NAME & TITLE \_\_\_\_\_

DATES OF EMPLOYMENT

FROM \_\_\_\_\_ TO \_\_\_\_\_

SALARY OR HOURLY RATE WHEN YOU STARTED AND WHEN YOU LEFT

FROM \_\_\_\_\_ TO \_\_\_\_\_

COMPLETE ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

LAST JOB TITLE \_\_\_\_\_

REASON FOR LEAVING (PLEASE BE SPECIFIC) \_\_\_\_\_

LIST THE JOBS YOU HELD, DUTIES PERFORMED, SKILLS USED OR LEARNED, ADVANCEMENTS OR PROMOTIONS WHILE YOU WORKED AT THIS COMPANY:

MAY WE CONTACT YOUR EMPLOYER? YES  NO

NAME OF EMPLOYER \_\_\_\_\_

SUPERVISOR: NAME & TITLE \_\_\_\_\_

DATES OF EMPLOYMENT

FROM \_\_\_\_\_ TO \_\_\_\_\_

SALARY OR HOURLY RATE WHEN YOU STARTED AND WHEN YOU LEFT

FROM \_\_\_\_\_ TO \_\_\_\_\_

COMPLETE ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

LAST JOB TITLE \_\_\_\_\_

REASON FOR LEAVING (PLEASE BE SPECIFIC) \_\_\_\_\_

LIST THE JOBS YOU HELD, DUTIES PERFORMED, SKILLS USED OR LEARNED, ADVANCEMENTS OR PROMOTIONS WHILE YOU WORKED AT THIS COMPANY:

MAY WE CONTACT YOUR EMPLOYER? YES  NO

**NAME OF EMPLOYER** \_\_\_\_\_

SUPERVISOR: NAME & TITLE \_\_\_\_\_

DATES OF EMPLOYMENT

FROM \_\_\_\_\_ TO \_\_\_\_\_

SALARY OR HOURLY RATE WHEN YOU STARTED AND WHEN YOU LEFT

FROM \_\_\_\_\_ TO \_\_\_\_\_

COMPLETE ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

LAST JOB TITLE \_\_\_\_\_

REASON FOR LEAVING (PLEASE BE SPECIFIC) \_\_\_\_\_

LIST THE JOBS YOU HELD, DUTIES PERFORMED, SKILLS USED OR LEARNED, ADVANCEMENTS OR PROMOTIONS WHILE YOU WORKED AT THIS COMPANY:

MAY WE CONTACT YOUR EMPLOYER? YES  NO

**NAME OF EMPLOYER** \_\_\_\_\_

SUPERVISOR: NAME & TITLE \_\_\_\_\_

DATES OF EMPLOYMENT

FROM \_\_\_\_\_ TO \_\_\_\_\_

SALARY OR HOURLY RATE WHEN YOU STARTED AND WHEN YOU LEFT

FROM \_\_\_\_\_ TO \_\_\_\_\_

COMPLETE ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

LAST JOB TITLE \_\_\_\_\_

REASON FOR LEAVING (PLEASE BE SPECIFIC) \_\_\_\_\_

LIST THE JOBS YOU HELD, DUTIES PERFORMED, SKILLS USED OR LEARNED, ADVANCEMENTS OR PROMOTIONS WHILE YOU WORKED AT THIS COMPANY:

MAY WE CONTACT YOUR EMPLOYER? YES  NO

# MILITARY SERVICE

BRANCH OF SERVICE \_\_\_\_\_

RANK WHEN YOU ENTERED SERVICE \_\_\_\_\_ WHEN YOU LEFT \_\_\_\_\_

COURSES OF STUDY \_\_\_\_\_

MAJOR RESPONSIBILITIES \_\_\_\_\_

# NON-COMPANY EXPERIENCE/VOLUNTEER WORK

INCLUDE FREELANCE AND/OR ANY CLUBS, ASSOCIATIONS, AND OTHER PROGRAMS FOR WHICH YOU HAVE DONE VOLUNTEER WORK. HOWEVER, PLEASE DO NOT INCLUDE NAMES OF ORGANIZATIONS THAT SUGGEST RACE, COLOR, CREED, NATIONAL ORIGIN, OR SEX - FOR SUCH ORGANIZATIONS USE AN "X" IN PLACE OF THE ORGANIZATION'S NAME.

ORGANIZATION NAME \_\_\_\_\_

ACTIVITY \_\_\_\_\_

STRENGTHS & CONTRIBUTIONS \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

ACTIVITY \_\_\_\_\_

STRENGTHS & CONTRIBUTIONS \_\_\_\_\_

# EDUCATION

	NAME OF SCHOOL, CITY AND STATE	NO. YEARS COMPLETED	MAJOR OR DEGREE
HIGH SCHOOL			
TRADE OR TECH SCHOOL			
COLLEGE (UNDERGRAD)			
COLLEGE (POSTGRAD)			
SEMINARS/WORKSHOPS			
SELF-TAUGHT EDUCATION			

# SUMMARY STATEMENT

PLEASE WRITE A PARAGRAPH SUMMARIZING YOUR PROFESSIONAL GROWTH THUS FAR AND YOUR FUTURE AMBITIONS, AND GIVE ANY REASONS YOU FEEL YOU ARE ESPECIALLY SUITED FOR THIS POSITION.

## PRE-EMPLOYMENT STATEMENT

I give my permission to this company (or this company's agent) to seek and obtain job-related information concerning my previous employment from previous employers and any references listed or attached. I give my permission to my previous employers, and any references listed or attached, to provide job-related information concerning my employment at their company, except as noted. I release all concerned from any liability in connection therewith. My signature below indicates that I have read, understood, and agreed to the preceding statement and that I have made true, correct, and complete answers and statements on this application and any supplements to it. I understand that my answers and statements will be relied upon by my prospective employer in considering my application for employment, and I understand that any omission or false answer or statement made by me on this application, or on any supplements to it, will be sufficient ground for my discharge or the withdrawal of an employment offer.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## REFERENCES

PLEASE LIST ANY REFERENCES YOU FEEL YOU WOULD BE ABLE TO GIVE INFORMATION PERTINENT TO THIS POSITION (NOT RELATIVES OR EMPLOYERS)

NAME	
ADDRESS	
OCCUPATION	
YEARS KNOW	
PHONE #	

NAME	
ADDRESS	
OCCUPATION	
YEARS KNOW	
PHONE #	

NAME	
ADDRESS	
OCCUPATION	
YEARS KNOW	
PHONE #	