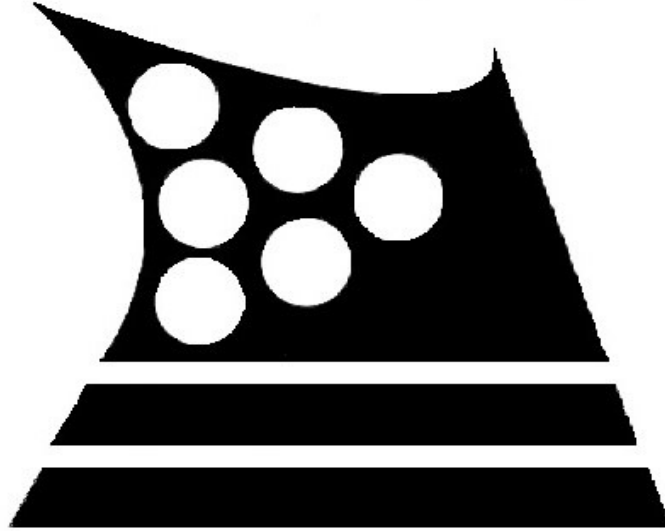


“Remember Our Past Build Our Future”

Blackfeet Community College
PO Box 819
Browning, MT 59417
406-338-5441



EMPLOYMENT APPLICATION

A separate employment application must be completed for each vacancy.

Equality of Opportunity

Blackfeet Community College follows the principles embodied in the Blackfeet Tribal non-discrimination policy and the Federal “Fair Employment Practices” legislation. Persons applying for positions at the College will be considered for employment without regard to age, sex, race, color, religion, creed, physical disability or national origin. It is the general policy of the College to give preference to qualified American Indian applicants, especially enrolled members of the Blackfeet Tribe, in filling employment vacancies, while complying with all applicable federal and tribal employment requirements.

Vision Statement

It is the vision of Blackfeet Community College to strengthen and enrich our Blackfeet Nation and universal community through quality education integrating the Nii-tsi-ta-pi World of Knowledge.

Mission Statement

The purpose of Blackfeet Community College is to provide the Blackfeet Nation and our “Universal Community” access to quality educational programs that prepare students for achievement in higher education, meaningful employment, basic skills instruction, and community education, while integrating the Blackfeet culture and language.

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Blackfeet Community College

Employment Application

(Attach a Cover Letter also)

Position applying for: _____

Name: _____ Home Phone: _____

Address: _____

Tribal Affiliation: _____ Enrollment #: _____

****ATTACH PROOF OF TRIBAL ENROLLMENT****

Have you ever worked at BCC: Yes No If so when? _____

If you are selected for this position, when will you able to start work? _____

Skill and Qualifications: Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position you are applying for:

Community Services: Please list any committees or community service functions you are currently active on:

Veterans claiming preference must provide a DD-214 and, if claiming a disabled status, a current letter of disability.

Military Service: Yes No Branch: _____

Dates: _____ Military training relevant to the position applying for:

Are you a disabled veteran: Yes No

EDUCATION (Attach proof)

	Name & Location	Dates Attended	Diploma, Degree or Certificate & Year	Major Field of Study
High School/GED		////////////////////	<input type="checkbox"/> Yes <input type="checkbox"/> No	////////////////////
Vocational/Certified On-the-job-Training				
College or University				
Post Graduate Study				
Other (including military)				

EXPERIENCE (Begin with the most recent position).

May we contact your most recent employer? Yes No

Employer:	Telephone #:
Address:	Supervisor:
Dates of Employment From (mm/dd/yyyy): / /	To (mm/dd/yyyy): / /
Job Title:	Salary:
Major Duties:	
Reason for leaving:	

Employer:	Telephone #:
Address:	Supervisor:
Dates of Employment From (mm/dd/yyyy): / /	To (mm/dd/yyyy): / /
Job Title:	Salary:
Major Duties:	
Reason for leaving:	

Employer:	Telephone #:
Address:	Supervisor:
Dates of Employment From (mm/dd/yyyy): / /	To (mm/dd/yyyy): / /
Job Title:	Salary:
Major Duties:	
Reason for leaving:	

Employer:	Telephone #:
Address:	Supervisor:
Dates of Employment From (mm/dd/yyyy): / /	To (mm/dd/yyyy): / /
Job Title:	Salary:
Major Duties:	
Reason for leaving:	

PERSONAL REFERENCES
(Not former employers or relatives)

Name & Occupation	Address	Telephone No.
1.		
2.		
3.		

Have you been convicted of a crime, excluding minor traffic offenses? Yes No

If yes, please explain:

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer’s service if I am employed.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, as per the BCC Employee Personnel Policy and Procedures Manual. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I understand it is BCC’s policy not to refuse to hire a qualified individual with disability because of this person’s need for an accommodation that would be required by the ADA.

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Incomplete, unsigned and late applications will not be accepted. Applications must be received by the Human Resource Department by 3:00 PM on the closing date.

Signature of Applicant

Date

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Authorization to Release Information

I give Blackfeet Community College the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability Blackfeet Community College and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant

Date

