

Thank you for choosing our online application!

This application was designed to make it easier for you to apply for a job at MDT.

Before you begin, here are some helpful hints:

1. You can complete this application and submit it online, or you can complete the application, print and mail it to the address listed on the job posting. Online applications are submitted over a secure connection.
2. Not all fields are required; however, completing all fields ensures your application can be processed.
3. If you're applying for more than one position, you will need to complete a separate application for each position. You must use a valid position number for each application you submit.
4. If you plan to submit your application electronically, watch for the Submit button on the last page. Don't forget to click Submit when you're done and print the receipt page for your records.

Need help completing your application? Call us at 406.444.6049 | 406.444.9270 or TTY 800.335.7592.



State of Montana Department of Transportation Application



MDT is proud to be an AA/EEO employer committed to a diverse work force

POSITION INFORMATION

Position Title:

Position No.:

Location:

NAME AND CONTACT INFORMATION

Last:

First:

MI:

Street or PO Box:

City:

State:

Zip:

Phone Numbers: Home:

Work/Other:

Cell:

E-mail Address:

EDUCATION

High School Name:

City:

State:

Diploma or GED/Equivalency Certificate?

Yes

No

College/University/Trade School Name:

City:

State:

Major Field of Study:

Minor Field of Study/Emphasis:

Diploma/Certificate Earned?

Yes: Type:

Date:

No: Credits Earned:

College/University/Trade School Name:

City:

State:

Major Field of Study:

Minor Field of Study/Emphasis:

Diploma/Certificate Earned?

Yes: Type:

Date:

No: Credits Earned:

College/University/Trade School Name:

City:

State:

Major Field of Study:

Minor Field of Study/Emphasis:

Diploma/Certificate Earned?

Yes: Type:

Date:

No: Credits Earned:

Name:

Job Title:

Position No.

Additional Training Courses *(Include name of course, name of company/organization presenting, dates attended, and any certificates issued, if applicable.)*

CURRENT PROFESSIONAL LICENSES, REGISTRATIONS, OR CERTIFICATES

Licensing Agency Name:

Address:

City:

State:

Zip:

Type of License/Certificate:

Endorsements/Restrictions:

Date of Issuance:

Date of Expiration:

Licensing Agency Name:

Address:

City:

State:

Zip:

Type of License/Certificate:

Endorsements/Restrictions:

Date of Issuance:

Date of Expiration:

Name:

Job Title:

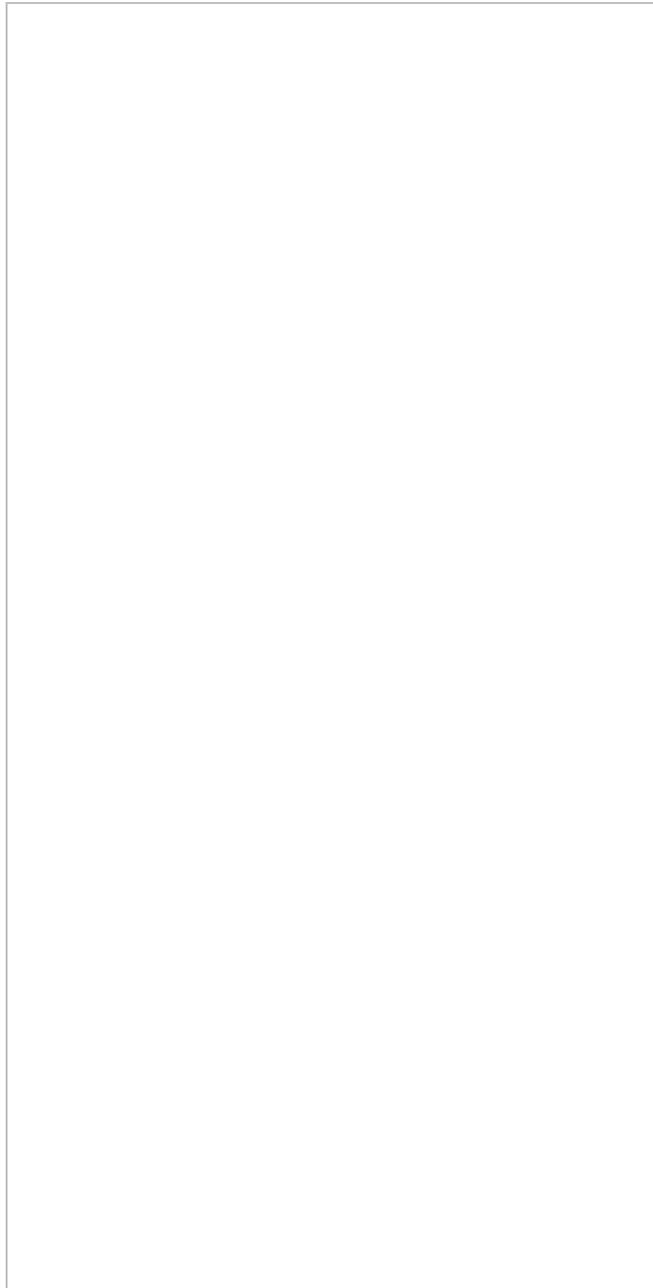
Position No.

EXPERIENCE

Begin with your most recent work experience. Include the company name, address (city and state minimum), dates employed (month and year), average hours per week and your title for each item listed.

Describe your work responsibilities in detail, using industry specific terminology. Be sure to include any information about industry knowledge, skills, behaviors required, employees supervised and accomplishments.

Feel free to copy and paste from a pre-existing resume. If needed, additional space is provided on the next page.

A large, empty rectangular box with a thin black border, intended for the applicant to write their work experience details. It occupies the central portion of the page below the instructions.

Name:

Job Title:

Position No.

EXPERIENCE (continued)

A large, empty rectangular box with a thin black border, intended for the applicant to provide details of their work experience. The box is currently blank.

Name:

Job Title:

Position No.

SKILLS

- List special skills such as software proficiencies, operating systems, programming, office or heavy equipment used. You are also encouraged to list skills from volunteer work like Habitat for Humanity or from professional organizations like Toastmasters
- List any publications you have authored. Be sure to include the date and the name of the periodical, if applicable, in which the publication appeared.
- List any awards you have received. Include the issuing organization or authority, date and nature of the award.

The information you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment with Montana Department of Transportation or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer?

Yes No

By my signature/typewritten name below, I certify that all information on this application form is true, correct, and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me to the Montana Department of Transportation or its agents and employees. I release all persons or companies from any liability or responsibility for providing such information.

Signature: _____ Date: _____

- I am claiming Veteran's or Disabled Person's Employment Preference, and will be submitting verification of eligibility in the form of either DD-214 (military) and/or PHHS Certification of Disability form as well as the Employment Preference Form. I understand that these forms must be to either MDT or Job Services by the closing date in order for any preference to be applied.
- In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.

**** If claiming Employment Preference, please complete Page 6 otherwise, skip to Page 7 ****

EMPLOYMENT PREFERENCE FORM

Name

Social Security Number

Position Applied For

Job Title

Position No.

Department Name

To claim preference under the **Veterans' Public Employment Preference Act** or the **Persons with Disabilities Public Employment Preference Act**, complete the following. Providing the following information is voluntary but must be included with the application in order to claim employment preference. This information will be kept confidential and will only be used during the hiring process to apply employment preference. Applicants hired by the state will have this information placed in a separate confidential selection file. Contact your local Job Service for details on veterans' preference. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services (PHHS) for details on obtaining persons with disabilities preference certification.

1. To claim **Veterans' Employment Preference** you must be a U.S. Citizen and (check one of the boxes below):

A Veteran, if

1. you have been separated under honorable conditions, **AND** have served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
2. You are or have been a member of the Montana Army or Air National Guard who has satisfactorily completed a minimum of 6 years service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

A Disabled Veteran, if

1. you have been separated under honorable conditions from military duty, **AND**
2. you have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, **OR** you have received a Purple Heart.

The spouse of a disabled veteran if the veteran's disability prevents him/her from working.

The unremarried surviving spouse of a veteran or disabled veteran.

The mother of a veteran, if

1. THE VETERAN died under honorable conditions while serving in the Armed Forces, **OR** THE VETERAN has a service-connected, permanent, and total disability, **AND**
2. YOUR SPOUSE is totally and permanently disabled, **OR** YOU are the unremarried widow of the father of the veteran.

2. To claim **Montana Persons with Disabilities Employment Preference** you must be (check one of the boxes below):

A person with a disability certified by PHHS, **OR**

The spouse of a totally (100%) disabled person certified by PHHS **AND have** resided continuously in Montana for at least 1 year immediately before applying for employment.

3. **In the box below, check the attachment you have included to document your eligibility for employment preference.**

DD-214 showing the character of discharge

Service-connected disability letter

PHHS Disability Certification

A document issued by the Office of the Adjutant General of the Montana National Guard certifying service.

SIGNATURE (typed or written):

DATE SIGNED:

APPLICANT SURVEY

Title VII of the U.S. Civil Rights Act requires the State of Montana to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

This applicant survey will be separated from your application. The survey information will be kept confidential, used only for computerized statistical reports and other lawful uses. Analysis of the information will be used to monitor recruitment and selection practices in state government.

Because this sheet is separated from your application, please give us your name, address and phone number again. Montana Department of Transportation has a Human Resource System that automates recruitment information. To prevent duplicate records, please answer the following questions. Thank you for your cooperation.

Have you applied for a Montana Department of Transportation job before? Yes No

Are you a current or past MDT employee: Yes No

Name: First: MI: Last:

Address/PO Box:

City: State: Zip:

Phone: E-mail:

Job Applied For: Position Title:

Position Number: Location:

Referral Source - How did you FIRST learn of this position:

- | | | |
|--|---|---|
| <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Agency Contact (specify below) | <input type="checkbox"/> Job Service Posting |
| <input type="checkbox"/> Internet Listing | <input type="checkbox"/> Phone Inquiry | <input type="checkbox"/> T.E.R.O. Referral |
| <input type="checkbox"/> Career/Job Fair | <input type="checkbox"/> Written Inquiry | <input type="checkbox"/> Another Organizational Posting |
| <input type="checkbox"/> College Recruitment | <input type="checkbox"/> Posted in Agency Building | <input type="checkbox"/> Current/Former State Employee |
| <input type="checkbox"/> Open House | <input type="checkbox"/> Walk-In | <input type="checkbox"/> Other: |

Age 18 or Older: (Please leave blank if under 18) Female Male

Social Security No: (This is voluntary and used to keep your records separate.)

Race/Ethnic Identification - Please check all that apply

- Hispanic or Latino ethnicity (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)
- American Indian or Alaska Native (A person having origins in any of the original peoples of North or South America, including Central America, and who maintain tribal affiliations or community attachment)
- Asian (A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)
- Black or African American (A person having origins in any of the black racial groups of Africa.)
- Native Hawaiian or other Pacific Islander (A person having origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.)
- White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa)

Military Status - Please check the one box that best describes your military status.

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> No Military Service | <input type="checkbox"/> Active Reserve | <input type="checkbox"/> Inactive Reserve | <input type="checkbox"/> Disabled Veteran |
| <input type="checkbox"/> Retired | <input type="checkbox"/> Vietnam Veteran | <input type="checkbox"/> Other Veteran | |

Attachment Cover Letter

Please indicate the documents you'll be sending to support your application:

- DD-214 showing the character of discharge
- Service-connected disability letter
- PHHS Disability Certification
- A document issued by the Office of the Adjutant General of the Montana National Guard certifying service.

Transcripts are attached:

- Yes
- No

Supplemental Questions/Answers are attached:

- Yes
- No

Additional documentation included:

- Yes
- No

Name

Last:

First:

MI:

Position Information

Position Title:

Position Number:

Location:

Please print this form, attach it to the supporting documentation, and send it to the address listed on the job posting.

For your convenience, addresses are also listed below.

Billings

Montana Department of Transportation
PO Box 20437
Billings, MT 59104-0437

Great Falls

Montana Department of Transportation
PO Box 1359
Great Falls, MT 59403-1359

Butte

Montana Department of Transportation
PO Box 3068
Butte, MT 59702-3068

Helena

Montana Department of Transportation
PO Box 201001
Helena MT 59620-1001

Glendive

Montana Department of Transportation
PO Box 890
Glendive, MT 59330-0890

Missoula

Montana Department of Transportation
PO Box 7039
Missoula, MT 59807-7039

Thank you for completing MDT's on-line application!

Before you select the submit button, complete the following steps:

- review the information you've provided, for completeness and accuracy; and
- ensure you've provided the required information to meet the minimum qualifications as indicated on the job posting.

Once you've reviewed your application, select the submit application button, below. It is not necessary to submit both an electronic and paper version of this application.

Were you asked to send additional information?

If you need to send supplemental questions, transcripts, verification of licenses or certifications, or other information requested as part of the job posting, please mail these documents to the physical address listed on the job posting. Please print and include page #8 (from this online application) or a cover letter including the position title, position number, and your name so that we can associate your mailed attachments with your online application.

Questions, comments or problems?

Please contact us at 406.444.6049 | 406.444.9270 or TTY 800.335.7592 and our staff can provide assistance.