



**CAPITAL SPORTING GOODS & WESTERN WEAR**

1092 Helena Avenue  
Helena, Montana 59601

**APPLICATION FOR EMPLOYMENT**

Please complete all requested information.

This application is good for 90 days only. Consideration for employment after 90 days requires a new application.

Position(s) Applied For \_\_\_\_\_ Date \_\_\_\_\_

How Did You Learn About Us?

- Advertisement     Relative     Inquiry     Employment Agency     Friend  
 Other \_\_\_\_\_

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Zip \_\_\_\_\_  
Message Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**GENERAL INFORMATION**

Type of employment desired:  Full-time  Part-time  Temporary  Seasonal  
Available For:  Weekend  Holiday  On-Call

Do you need an accommodation to participate in the application or interview process?  Yes  No

Are you over 18 years of age?  Yes  No If no, please list your age \_\_\_\_\_

Do you have any relatives employed by this facility?  Yes  No

Have you ever been convicted of felony?  Yes  No

Have you ever been convicted of misdemeanor domestic violence?  Yes  No

If yes, please explain: \_\_\_\_\_

A "yes" answer will not automatically disqualify you from employment. Rather, such factors as length of time since conviction, seriousness and nature of the crime, and rehabilitation will be considered.

**CAPITAL SPORTING GOODS & WESTERN WEAR IS AN EQUAL OPPORTUNITY EMPLOYER.  
WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE,  
NATIONAL ORIGIN, MARITAL STATUS, MILITARY STATUS, OR DISABILITY.**

**EDUCATION**

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION: (Complete Address)	CIRCLE LAST GRADE/Y	MAJOR & DEGREE
High School			10 11 12	
College			1 2 3 4	
College			1 2 3 4	
College			1 2 3 4	
Business or Trade School			1 2 3 4	
Business or Trade School			1 2 3 4	

**ADDITIONAL INFORMATION**

**Skills and Qualifications.** Summarize any training, skills, and areas of specialization or major interest that may qualify you as being able to perform job-related functions in the position for which you are applying. Include any health care, business, or industrial equipment operated.

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**United States Military Training.** Summarize any job-related training you received in the United States military.

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**EMPLOYMENT HISTORY**

Please fill this section out completely and do not write "see resume." Begin with your most recent employment.

**Company Name**

**Address**

Job Description (duties, skills, equipment used)

Dates of employment: Start \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_ Starting Salary \_\_\_ Ending Salary \_\_\_

Reason for leaving

Person to contact \_\_\_\_\_ Phone Number \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please fill this section out completely and do not write "see resume." Begin with your most recent employment.

**Company Name**

**Address**

Job Description (duties, skills, equipment used)

Dates of employment: Start \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_ Starting Salary \_\_\_ Ending Salary \_\_\_

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**EMPLOYMENT HISTORY**

Please fill this section out completely and do not write "see resume." Begin with your most recent employment.

**Company Name**

**Address**

Job Description (duties, skills, equipment used)

Dates of employment: Start \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_ Starting Salary \_\_\_ Ending Salary \_\_\_

Reason for leaving

Person to contact \_\_\_\_\_ Phone Number \_\_\_\_\_

If you need additional space, please continue on a separate sheet of paper.

If you do not want us to contact any of the above listed current or former employers, please list below and state the reason you do not want each contacted.

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**REFERENCES**

**Professional References:** Give three references who are not relatives or former employers.

Name	Address	Phone Number
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**APPLICANT STATEMENT**

I certify that all information I have provided in order to apply for and secure work with CAPITAL SPORTING GOODS & WESTERN WEAR is true, complete and correct. If any information provided by me is found to be false, incomplete or misrepresented in any respect, it will be sufficient cause to cancel further consideration of this application, or immediately discharge me from CAPITAL SPORTING GOODS & WESTERN WEAR service, whenever it is discovered.

I expressly authorize CAPITAL SPORTING GOODS & WESTERN WEAR and its agents, without reservation, to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information regarding me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding CAPITAL SPORTING GOODS & WESTERN WEAR or its agents for seeking gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that CAPITAL SPORTING GOODS & WESTERN WEAR does not unlawfully discriminate in employment, and no question on the application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that completion of this Application for Employment does not guarantee that CAPITAL SPORTING GOODS & WESTERN WEAR has employed me.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Date: \_\_\_ / \_\_\_ / \_\_\_

Signature \_\_\_\_\_

**Capital Sporting Goods & Western Wear is an Equal Opportunity Employer.**