EMERGENCY HIRE APPLICATION

Name:_____   **Home Phone:** (_____)_____

      Last   **First**   **Middle**

                                                                      Email: _____

Permanent Mailing Address: _____

                              Street or P.O. Box   *City*   *State*   *Zip*

Date of Birth: ____/____/____   **CSKT Enrollment #** _____

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR?   **Yes**_____   **No**_____

If YES, please explain the offense(s), the date(s) committed and penalties/fines imposed: _____
_____
_____

HAVE YOU EVER BEEN CONVICTED OF A FELONY?   **Yes**_____   **No**_____

If YES, please explain the offense(s), the date(s) committed and penalties/fines imposed: _____
_____
_____

DO YOU POSSESS A VALID DRIVER'S LICENSE?   **Yes**_____**No**_____

If NO, is there anything that may prevent you from being eligible for a license?
_____
_____
_____

EMPLOYMENT PREFERENCE (*check ONE*):

☐ Cook   ☐ Education/Teacher/Aide   ☐ Secretarial/Clerical

☐ Counselor   ☐ Home Health/Caregiver   ☐ Shift Worker

☐ Driver   ☐ Laborer

LOCATION MOST CONVENIENT FOR YOU: _____

                                          Example: (Elmo, Polson, etc.)

CAN YOU WORK EVENINGS?_____**CAN YOU WORK WEEKENDS?** _____

PLEASE CHECK ✔ EACH QUALIFICATION OR SKILL THAT APPLIES TO YOU:

[ ]   WORD PROCESSING   [ ]   DATABASE
[ ]   SPREADSHEETS   [ ]   PERSONAL COMPUTER

[ ]   ACCOUNTING   [ ]   BOOKKEEPING
[ ]   TYPING____WPM   [ ]   10-KEY
[ ]   WRITING SKILLS   [ ]   COMMUNICATION SKILLS

[ ]   SUPERVISION

[ ]   POWER HAND TOOLS   [ ]   HAND TOOLS
[ ]   CHAINSAW OPERATION   [ ]   HEAVY EQUIPMENT OPERATOR

[ ]   FIRST AID CARD   [ ]   CPR CARD

[ ]   COMMERCIAL LICENSE (CDL)

LIST ANY OTHER INFORMATION, SKILLS AND ABILITIES THAT WOULD BE BENEFICIAL TO YOUR APPLICATION. PLEASE BE SPECIFIC:

_____
_____
_____
_____
_____

ATTENTION!!

** *Due to the high number of applications on file for emergency hire, the Personnel Department will be using a three (3) strike policy. If our office calls you for an opening and we are unable to reach you three times, or you deny job opportunities three times, your application will be removed. Your application will stay on file for six (6) months. If you are hired on emergency hire, or currently working for CSKT, your application will be removed.* ******

I am signing this emergency hire application acknowledging that I understand and agree to the emergency hiring policies stated on this application.

_____   _____
Signature of Applicant   **Date Signed**

OFFICE USE ONLY

Date/Time Called (**#1**)   Date/Time Called (**#2**)   Date/Time Called (**#3**)

Reason: _____   Reason: _____   Reason: _____