



SNG Inc.
4410 State Ave.
Billings, MT 59101
406-245-0161 office
406-245-0240 fax

Application for Employment

SNG Inc. is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, disability, sexual orientation, or any other basis prohibited by federal or state law.

We have high standards for our employees and compliance with these standards is a condition of employment. Before completing this application, carefully consider what we require of our employees before initiating the application process.

Customer Service Expectations

Check the boxes below if you are willing to Approach Every Customer in the following ways, including but not limited to:

- Greeting each customer with eye contact, a smile and saying "Hello"
- Interact with customers using positive
- Thanking customers and inviting them to return
- Expediting transactions and requests quickly
- Using proper telephone etiquette

Job Expectations

Check the boxes below if you are willing to follow our standards of professionalism, including but not limited to:

- Arriving at your scheduled times and maintaining a positive enthusiastic attitude
- Treating co-workers with respect and being honest and dedicated in all you work
- Completing necessary training
- Following company policies, procedures, and management direction
- Maintaining a professional appearance and meeting company dress code

In what way do you feel you would be an asset to this company?

Please complete (print) all information in ink.

Today's Date _____

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date _____ Signature _____

Interviewed by _____ Date _____

THIS APPLICATION MUST BE FILLED OUT COMPLETELY FOR YOU TO BE CONSIDERED FOR EMPLOYMENT

Personal Information

Name (Last, first, middle)	Social Security #
Street Address	How long have you been at current address?
City State Zip Code	Telephone #

General Information

Position applying for	Date you can start
Referred by	Wage desired
Are you at least 18 years old? ____ yes _____ no	Are you currently authorized to work in the United States? ____ yes _____ no Proof of eligibility will be required if hired.
Have you ever been convicted of a crime? ____ yes _____ no A conviction will not necessarily disqualify you from employment.	If yes, please explain
Are you currently employed? ____ yes _____ no	If yes, may we inquire of your present employer? ____ yes _____ no

Have you ever applied to this company before? ____ yes ____ no	If yes, list dates & locations
Do you have any relatives employed by this company? ____ yes ____ no	If yes, list location
Do you have reliable transportation? ____ yes ____ no	Do you use illegal drugs? ____ yes ____ no

Education

Name & Location of School	Number of years Completed	Major Studies	Degree, Diploma, License or Certificate
High School			
College			
Trade, Business or Vocational School			
Other			
Other special knowledge, skills or qualifications			
Military Service			

References – Give the names of three persons not related to you whom you have known at least one year.

Name	Address	Phone #	Years Known

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Employment History – List all employments starting with the most recent position. All information must be filled out completely.

From	Employer Name	Supervisor Name	Salary
To			
Job title/position	Employer Address	Supervisor phone #	Reason for leaving
Duties & responsibilities			
From	Employer Name	Supervisor Name	Salary
To			
Job title/position	Employer Address	Supervisor phone #	Reason for leaving
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