Application Checklist/Preference Notification

All position applications at Park County require:

- complete application including all pages – DO NOT LEAVE FIELDS BLANK OR INSERT SEE RESUME
- attach your resume
- optional – cover letter
- optional - attach any copies of letters of recommendation you may have
- optional - attach additional sheets describing your special skills and abilities, certificates, trainings, etc

IMPORTANT – **sign and date your application**. We accept only paper copies at this time, no electronic or faxed submissions. **Please review the job posting for any additional requirements!**

Paper copies can be submitted directly to Human Resources or to Bozeman Job Service, 121 N Willson, Bozeman, Mt 59715. ATTN: Employment Application enclosed OR dropped off at the Livingston Office in the Learning Partners Building on W Lewis St. – it's a good idea to call ahead of time, 582-9200.

Preference Notification

Park County complies with the **Veteran's Public Employment Preference Act** and the **Disabilities Public Employment Preference Act** in providing preference for certain military veterans and people with disabilities or their relatives. Please complete PD 25A form available at https://www.msun.edu/hr/forms/EmployPref.pdf. For the Disability form please contact your local MT Vocational Rehabilitation Services office or local Workforce Center at http://wsd. dli.mt.gov/job-seeker.

Immigration Reform and Control Act – the person selected must produce prior to commencing work, documentation that they are authorized 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, an unexpired United States Passport, certificate of naturalization, a permanent resident card and Alien Registration Receipt card (Green card) or Resident Alien card.

Montana compliance with Military Selective Service Act – when required by this Act, men selected for employment must produce documentation showing compliance with the federal Military Selective Service Act. Examples include a registration card issued by Selective Service, a letter from Selective Service showing a man was not required to register or information showing by a preponderance of evidence that a man's failure to register with Selective Service was not done knowingly or willfully.

Park County is a Tobacco Free Work place starting July 1st at the 414 E. Callender St., Livingston location.

PARK COUNTY
MONTANA