



Montana State University

Tips for completing a Classified Employment Application

Thank you for your interest in a career with Montana State University!
Please follow all application instructions carefully!

A MSU Classified Application requires the following four documents:

- ✦ Signed MSU Classified Application (first page)
- ✦ Response to the Required and Preferred Qualifications listed on the Vacancy Announcement
- ✦ Employment History
- ✦ Professional References

Tips to completing the MSU Classified Employment Application:

1. Current classified vacancy announcements may be found at www.montana.edu/jobs. Review the vacancy announcement carefully and respond to the specific instructions provided for each opening. You must submit a separate application for each opening at MSU that you are interested in. Be sure to customize your application to each specific job you wish to apply for.
2. Every applicant MUST complete the [MSU Classified Employment Application](#). Applications may be downloaded or are available at the MSU Human Resources office, Room 19, Montana Hall. If a complete application is not received (all four documents) by the advertised deadline, *you will not be considered an applicant*. Inquiry e-mails with attached resumes only **WILL NOT** qualify you as an applicant.
3. **Signed MSU Classified Application.** The first page must be completed and signed. If you are submitting your application via e-mail, please also submit a signed application via fax, scanned PDF, hand delivery, or ground mail.
4. **Response to the Required and Preferred Qualifications:** Each applicant must address the **required** and **preferred qualifications** listed in the **vacancy announcement**. Include a separate document listing each individual qualification, followed by your response that identifies how you meet that qualification (your skills, education and experience). Your responses should be concise and should include specific examples. Do not write "*please see resume,*" for your response to a qualification. ***Please note:** Search Committees score each applicant according to their responses to the qualifications listed on the vacancy announcement. *This portion of your application is very important!* You will not receive high scores in the screening process if you do not provide complete responses to each required and preferred qualification.

Example:

1. **Demonstrated experience as an equipment operator.**
I have three years experience operating equipment and trucks to include motor/grader blade, forklifts, front end loaders, and trucks over 24,000 GVW. I have performed preventative maintenance on equipment. I have operated equipment in extreme weather conditions from -30' to +100'.
5. **Employment History:** Please submit a document that outlines your **employment history**. Include the position title, organization name and phone number, supervisor's name, employment dates, average number of hours worked per week, and reason for leaving. (Your resume may be substituted for the employment history if you have included all of the above information on your resume).

Example:

*Administrative Assistant
Joe's Employment Agency (406-111-1234)
Bozeman, Montana
Supervisor: Edith Eager
February 2006 – December 2008; 40 hours per week
Reason for leaving: accepted new position.*

6. **Professional References:** Please submit a document with at least **three (3) professional references**. Include the reference's name, title, organization, address, e-mail address, and phone number. Recent and/or current supervisors may be contacted by the Search Committee if not included. Do not list relatives or personal friends. Use references who can speak to your professional ability to perform the job you are applying for.

Example:

Dr. Mumford Moose, Professor
Montana State University, Widget Department
309 Forest Hall
Bozeman, MT 59717
mmoose@montana.edu
406.994.0001
Supervisor

7. **Optional Documents:** You may include a **resume, letter of introduction, and letters of recommendation** in your application for a classified position at MSU. These documents are typically not required (unless specified in the vacancy announcement), however can be used to supplement your application.
8. **Other Tips:**
Use similar words and phrases from the vacancy announcement – it helps to align your experience to the posted opening. Use action verbs and key words that reflect your ability to do the job.
9. **Appearance Matters:** Use a consistent format. Include your name, contact information and position applying for on each document you submit. Don't overfill the paper (leave some white space). Be sure to use spell check!
10. **Veteran's Preference:** Checking the box for Veteran's Preference on the MSU Classified Application first page is not an application for Veteran's Preference. If you are applying for Veteran's Preference, please complete the Veteran's Preference form: <http://www.montana.edu/hr/Personnel/VeteranPreference.pdf> and submit *directly to the Human Resources Department at MSU*. Our fax number is 994-5974 and our mailing address is Human Resources, 19 Montana Hall, PO Box 172520, Bozeman, MT 59717-2520. A separate Veteran's Preference form is required for each MSU position applied for.
11. **Application Deadlines:** Most of our vacancy announcements specify a **firm deadline**. The hiring department must receive your application materials by the time and date noted on the vacancy announcement. If your materials are received after the deadline, you will not be considered for the position. If the vacancy announcement includes language "**screening will begin on X date, and will continue to be accepted until a final candidate is chosen,**" then applications will continue to be accepted and reviewed until a final candidate is chosen.
12. Once the application is submitted you will receive an e-mail (or letter) from Human Resources requesting Equal Employment Opportunity (EEO) information. Candidates selected for an interview will receive an email (or letter) requesting a self-reported Criminal Record history. While the EEO information is optional, the Criminal Record history is required to be considered further in the process. Please submit this information to Human Resources (hrpp_forms@montana.edu) and **not** to the hiring department.
13. Please feel free to contact our office (MSU Human Resources, 994-3651) if you have any questions.

Good Luck and Best Wishes in your job search!