



City of Libby
Libby Montana
 www.cityoflibby.com

PO Box 1428
 952 E. Spruce Street
 Libby MT, 59923
 (406) 293-2731
 Fax (406) 293-4090

CONTRACT POSITION APPLICATION

CONTRACT POSITION APPLIED FOR:	_____
---------------------------------------	-------

PERSONAL INFORMATION

Last Name	First Name	Middle Name
Present Address		
City	State	ZIP Code
Phone Number	Email Address	

Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		
Have you worked for the City of Libby before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give the department, dates, and reason for leaving:		
Do you have a relative working for the City of Libby?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what is their name and relationship:		

EDUCATION

Institution/Location	Major/Field of Study	Degree/Certificate
High School		
College/University		
Vocational/Business		
Other Training/Certifications		

PROFESSIONAL EXPERIENCE & QUALIFICATIONS

Please describe your relevant experience, skills, and qualifications for this contract position. Include grant writing experience, community development work, project management, and any other relevant professional experience:

SPECIALIZED SKILLS

Please describe specific skills relevant to this position, including: grant writing, project management software, community engagement, budgeting, GIS/mapping, Microsoft Office, database management, or any other relevant technical or professional skills:

PROFESSIONAL REFERENCES

Please provide three professional references:

Reference 1	
Name:	Relationship:
Organization:	Phone:
Email:	
Reference 2	
Name:	Relationship:
Organization:	Phone:
Email:	

Reference 3	
Name:	Relationship:
Organization:	Phone:
Email:	

AVAILABILITY & CONTRACT TERMS

Desired hourly rate: \$_____ /hour
When are you available to begin work? _____
Average hours per week you anticipate being available: _____

CONTRACT POSITION ACKNOWLEDGMENT

I understand and acknowledge that this is a CONTRACT POSITION with the following conditions:

Hours are variable and based on city needs and available grants	<input type="checkbox"/>
This position does NOT include paid vacation	<input type="checkbox"/>
This position does NOT include paid sick leave	<input type="checkbox"/>
This position does NOT include paid holidays	<input type="checkbox"/>
This position does NOT include retirement benefits	<input type="checkbox"/>
This position does NOT include medical, dental, or vision insurance	<input type="checkbox"/>
I am responsible for my own taxes and will receive a 1099 form	<input type="checkbox"/>

APPLICANT CERTIFICATION

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that false or misleading information given in my application or during interviews may result in termination of the contract. I authorize the City of Libby to investigate all statements contained in this application and contact references provided. I release from liability all persons and organizations providing information.

Signature: _____	Date: _____
Printed Name: _____	

EQUAL OPPORTUNITY EMPLOYER

The City of Libby is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, creed, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition or disability, or any other legally protected status unless related to a bona fide occupational requirement. Screening tests for alcohol and illegal drug use may be required before hiring.

Return completed application to: City Administrator, City of Libby, 952 E. Spruce Street, Libby MT 59923
Phone: (406) 293-2731 | Email: city.admin@cityoflibby.com