

Name \_\_\_\_\_

Date \_\_\_\_\_

## Job Application

**WebQuest**

**Directions:** Follow the steps below.

1. Log onto the web.
2. In the address bar type: <https://jobs.mt.gov>
3. Select the “Resources” button near the bottom of the page.
4. In the Job Seeker Information box, select “Application Download Page”
5. Under Generic Employment Applications, in the ‘electronically completed’ section, choose the first application “Generic Employment Application (word format)”
6. After the application has loaded, complete the application (be patient, the download will take a few minutes).
7. After completing the application, save and print the application per your specialist’s instructions.