

## On-line Application, Interview, and Hiring Processes

### BEFORE YOU BEGIN THE APPLICATION:

- 1) Collect required personal information:
  - a) Two (2) personal Identifications:
    - Choose (1) one of each: School ID, Driver's license, State issued ID, or Tribal ID (A passport will suffice for both ID requirements.)
    - Choose (1) one of each: Birth Certificate or Social Security Card (Even if you do not provide your social security card copy, you will have to provide the number.)
  - b) Work history of all previous employers. (It is OK if you have not previously been employed.) You will need the following information for your current (if applicable), and previous employer(s), including:
    - Business names
    - Business phone numbers
    - Business addresses
    - Your job title, and duties
    - Supervisors' names
    - Dates of employment
  - c) Three (3) Personal References.
    - Contact your personal references, and ask permission from each one to list him/her as a reference for you.
    - Once you receive permission to use him/her as a reference, verify each reference's contact information:
      - o Verify each reference's first and last name
      - o Verify each reference's complete address
      - o Verify each reference's phone number(s)
    - If you get the job, be sure to send your references a thank you note, as you wouldn't have gotten the job if they hadn't said nice things about you.
- 2) Search the website below for current openings that interest you.
  - a) Write down three (3) positions that interest you,
    - The application allows you to choose three areas you would like to work, so it is like applying for 3 jobs in one. Be sure to put your first choice first, second choice second, and third choice third, as directors will honor your preference order.
- 3) Set aside plenty of time to complete the application all at once.
  - a. **NOTE: The On-line application does not include a save option.** Once you click on: Apply Online Today!, you cannot go back to view jobs etc., or you will lose any information you have already entered.
  - b. **The on-line application does time out,** so you leave it unattended for too long, you will lose the information you entered, and will have to start over.
  - c. **HINT:** Once you have completed a page, print it out, so if you do lose the information, you will be able to retype it quickly.

### TO SEARCH CURRENT OPEN POSITION(S) & APPLY:

- 1) Open the Northern Montana Health Care website located at [www.nmhcare.org](http://www.nmhcare.org)
- 2) Click on: **Career Opportunities** (top row)
- 3) Mouse over under: **Go To**
- 4) Click on [Click here for all job listings](#)
- 5) Click on the Job Title of the position(s) that interest you.

**Northern Montana Health Care  
Human Resources Department  
30 13th Street, P.O. Box 1231, Havre, MT 59501  
406-262-1402, 406-262-1403**

Once you have found available positions that you wish to apply for:

- 6) Click: > Apply Online Today!
- 7) Follow the step-by-step directions throughout the application.
  - Use the drop down box within the application to apply for more than one job. (Each application allows three choices.) You will have the option of attaching your resume, and cover letter to the application as well.
- 8) Click the **Submit** button. (\*Your application has not been submitted, until you click **SUBMIT\***)
- 9) Check your email for a confirmation acknowledging that your application has been sent to the Human Resources Department.
- 10) On the following day, after you submitted your application. Call Northern Montana Health Care Human Resources department at 406-262-1402, or 406-262-1403 to verify that your application has been received.

**WHAT TO DO AFTER YOU SUBMITTED YOUR APPLICATION:**

The Human Resources department will forward your application to the supervisor. If you are selected for an interview, the director will contact you directly. It is encouraged, and appreciated if you contact the Human Resources department to express interest in the position(s) that you have applied for. When you call to express interest, an HR representative will resubmit/email the supervisor your application along with a message that states you called to express interest. This keeps your name in the forefront of the supervisor's mind, over someone who just turns in an application and never calls to follow up, or express interest.

**IF YOU ARE SELECTED FOR EMPLOYMENT, YOU MUST PROVIDE:**

**1) 2 PERSONAL IDs**

- Choose (1) one of the following to bring: School ID, Driver's license, State issued ID, or Tribal ID (A passport will suffice for both ID requirements.)
- Choose (1) one of the following to bring: Birth Certificate or Social Security Card (Even if you chose to provide the Birth Certificate instead of the Social Security Card, you will still have to provide the Social Security Card number.)

**2) IMMUNIZATION Records**

- Speak with your parent/guardian first to see if they are able to provide you with a copy.
- Other sources may be your school records department; your primary care provider or the county health department. If you are a current public school student you are most likely current on your immunizations, you just need to show proof.

**3) OTHER REQUIREMENTS**

- You must complete and pass a drug screen in order to become employed at Northern Montana Hospital.
- You must submit to a TB (tuberculosis skin test).
- You will complete several forms regarding your personal information, during the hiring process.

If you have questions, please contact the Human Resources Department at, 406-262-1402, or 406-262-1403 and we will be happy to assist you. ☺