
Forms

W4 (required for all new hires, or to change the exemptions for current employees)

www.irs.gov/pub/irs-pdf/fw4.pdf

I9 (required for all new hires)

www.uscis.gov/files/form/i-9.pdf

Free required posters

www.employbillings.com

Under Employer section choose Employment Posters. Or call 652-3080 to request.

Generic Application

www.employbillings.com

Choose Employment Applications. Can be used by any business



The Billings Job Service is a great resource for any of your employment needs.

We provide assistance with recruiting, hiring and training employees. We can help with labor market information, job descriptions and employee concerns. Call, email or stop by to find out what we can do for you!

No fee charged for our services!

Job Service is an equal opportunity employer. Auxiliary aids and services are available to individuals with disabilities upon request.

**Billings Job Service
Workforce Center
2121 Rosebud Drive, Stop B
Billings, MT 59102**

**Phone: 406-652-3080
Fax: 406-652-0444**

BillingsJSC@mt.gov

Online Business Resources



Provided by



Legal

Federal employment laws and resources
www.dol.gov/elaws

Montana Dept. of Labor divisions
Erd.dli.mt.gov/sitemap.asp

Federal Wage and Hour
www.dol.gov/whd/index.htm

Labor Standards Bureau (Child Labor, MT Wage and Hour, Prevailing Wage)
erd.dli.mt.gov/laborstandard/lshome.asp

Dept. of Labor employment law guide
www.dol.gov/compliance/

Discrimination and Harassment guidance
eeoc.gov

Montana Human Rights Bureau (discrimination)
erd.dli.mt.gov/humanright/hrhome.asp

Hiring minors
youthrules.dol.gov

Family Medical Leave (50+ employees), Wage and Hour, Worker's Comp, etc.
dol.gov/esa

Safety
www.osha.gov
Worksafemt.com

Montana Code Annotated
data.opi.state.mt.us/bills/mca_toc/index.htm

Operations

Financing and Incentives
www.bigskyeda-edc.org

Montana business topics
businessresources.mt.gov

Starting a business, ID Number, taxes
www.irs.gov/businesses/

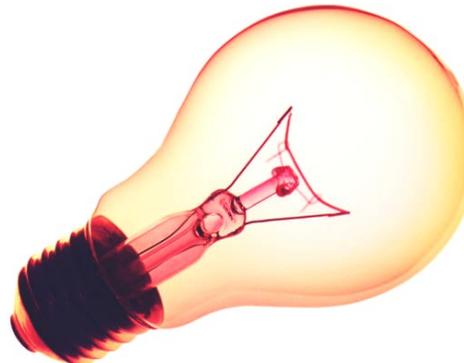
Small Business Administration - Business plans and other resources
www.sba.gov

State licensing and tax ID
mt.gov/revenue

Unemployment tax ID
uid.dli.mt.gov

Worker's Compensation info, forms
www.montanastatefund.com

Building Codes
mt.gov/dli/bsd/bc/bs_index.asp



Labor Market Information

Montana specific information
www.ourfactsyourfuture.org

Census 2010 data
2010.census.gov/2010census

Prevailing Wage for Montana
erd.dli.mt.gov/laborstandard/prevwage/Current.asp

Hiring and Managing

Job Descriptions
online.onetcenter.org

Job Descriptions, salary info
careerinfonet.org

Americans with Disabilities Act
www.eeoc.gov/ada/adahandbook

Interviews, handbook, termination
www.alllaw.com/articles/employment

Sample handbook, legal info, forms
Hrvillage.com

Recruiting
Employbillings.com

