

# **Western Montana Schools Joint Application for Certified Teaching Employment Form**

The following joint application may be used for the following Montana school districts. However, each district may require additional information from its applicants. *Please contact the individual school district for any specific additional information needs. Applicants are responsible for contacting and sending applications to each and every school district to which they wish to apply.*

## ***Participating School Districts***

### **Granite County**

Drummond School District #11  
Hall School District #8  
Philipsburg School District #1

### **Flathead County**

Columbia Falls School District #6

### **Lake County**

Arlee School District #JT&8  
Charlo School District #7J  
Polson School District #23  
Ronan School District #30  
St. Ignatius School District #28  
Swan Lake-Salmon School District #73  
Upper West Shore School District #33  
Valley View School District #35

### **Lewis and Clark County**

Lincoln School District #38

### **Lincoln County**

### **Mineral County**

Alberton School District #2  
St. Regis School District #1  
Superior School District #3

## **Missoula County**

Bonner School District #14  
Clinton School District #32  
DeSmet School District #20  
Frenchtown School District #40  
Hellgate School District #4  
Lolo School District #7  
Missoula County Public Schools District #1  
\*Potomac School District #11  
Seeley Lake School District #34  
\*Sunset School District #30  
\*Swan Valley School District #33  
Target Range School District #23  
\*Woodman School District #1

\* Missoula County Superintendent of Schools serves as superintendent for these districts: 438 West Spruce, Missoula, MT 59802, Phone (406) 523-4860. Mail all applications or request for information to that office.

## **Ravalli County**

Corvallis School District #1  
Darby School District #9  
Florence-Carlton School District #15-6  
Hamilton School District #3  
Lone-Rock School District #13  
Stevensville School District #2  
Victor School District #7

## **Sanders County**

Camas Prairie School District #11  
Dixon School District #9  
Hot Springs School District #14-J  
Noxon School District #10  
Paradise School District #8  
Plains School District #1  
Thompson Falls School District #2  
Trout Creek School District #6

**District Use Only**

Date Completed Application Received \_\_\_\_\_

App. Ltr \_\_\_ Resume \_\_\_ Transcripts \_\_\_ Certificate \_\_\_ Plcmt File \_\_\_ Statement  
\_\_\_ Other \_\_\_\_\_

Background Check : Form received \_\_\_\_\_ Date requested \_\_\_\_\_ Date  
received \_\_\_\_\_

Hiring personnel review record – please initial and date when reviewed:

Initial \_\_\_ Date \_\_\_\_\_ Initial \_\_\_ Date \_\_\_\_\_ Initial \_\_\_ Date \_\_\_\_\_ Initial  
\_\_\_ Date \_\_\_\_\_  
Initial \_\_\_ Date \_\_\_\_\_ Initial \_\_\_ Date \_\_\_\_\_ Initial \_\_\_ Date \_\_\_\_\_ Initial  
\_\_\_ Date \_\_\_\_\_

**Western Montana Schools Joint Application for  
Certified Superintendent/Principal/Teaching  
Employment**

The following joint application may be used for the following Montana school districts. However, each district may require additional information from its applicants. *Please contact the individual school district for any specific additional information needs. Applicants are responsible for contacting and sending applications to each and every school district to which they wish to apply.*

**All statements and information provided within this application and its attachments, if any, are true and complete. I understand that omission or misrepresentation of material fact may result in refusal of or separation from employment.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**PLEASE TYPE OR PRINT CLEARLY USING A PEN**



## Instructions and Information

Please complete all pages of the application fully and legibly. Furnishing information on the Application is mandatory, unless otherwise stated. **Each participating school district may require additional information from its applicants. Please contact the individual school district for any specific additional information needs.**

- *In addition to the completed and signed Application*, please provide the following additional information:
  1. A letter of application specifying the applied-for position
  2. Professional resume which includes academic preparation, experience and other specifically related qualifications
  3. Copies of transcripts of all college or university credits to date (official transcripts required upon hire)
  4. College placement file/papers and/or letters of recommendation (minimum of three)
  5. Evidence of Montana certification/license
- An application may be submitted in person, by mail, or by fax. Applications must be received by the final filing date. Postmarks are not accepted.
- Photocopies may be submitted in place of an original application.
- Applications and supporting materials will not be returned.
- Each individual may have specific record keeping requirements. Districts may or may not keep or be willing to reactivate files for future applications. Please check with the specific district concerning reactivation. For example, some districts will keep a *complete* application file for two years but require a letter of application for a specific position requesting reactivation during that time.
- Some districts require final candidates to be background checked as well as pay for their own background check. Candidates should contact applicable districts to determine background check status and costs.
- Finalist candidates will be contacted by the district.

**Please answer the following questions:**

1. Do you have the legal right to accept work in the United States? Yes\_\_\_\_ No\_\_\_\_
2. Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying? Yes\_\_\_\_ No\_\_\_\_
3. Have you ever been released or discharged from employment or resigned to avoid such release or discharge? Yes\_\_\_\_ No\_\_\_\_ If yes, please explain, include date of discharge or resignation and reason for discharge or resignation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. I hereby certify that (check the applicable box and provide the information requested):  
\_\_\_\_\_  
I have not pleaded guilty to or been convicted of any violation of criminal law, including criminal convictions resulting from a deferred sentence or a plea of nolo contendere (minor traffic offenses excepted).  
\_\_\_\_\_  
I have pleaded guilty to or been convicted of at least one violation of criminal law. Please attach and sign a complete description of the circumstances surrounding such conviction. (This may not necessarily disqualify a person from consideration for employment)

**AUTHORIZATION TO RELEASE INFORMATION**

*(Some districts require final candidates to be background checked as well as pay for their own background check. Candidates should contact applicable districts to determine background check status and costs.)*

I, \_\_\_\_\_, am seeking employment with the \_\_\_\_\_ School District (“District”). I acknowledge that a complete investigation into my background is necessary to protect the safety and welfare of the children in the District. I hereby expressly and voluntarily give the District the right to make a thorough investigation of my past employment, education and activities. I specifically authorize the release of any and all information of a confidential or privileged nature, including confidential criminal justice information as defined in Section 44-5-103(3), and 41-3-205 (3) (0) MCA, to the staff of the District and its agents. I understand that the District reserves the right to use any lawful method of investigation that, in its sole discretion, it deems reasonable and necessary.

I hereby release the District and any organization, company, institution, or person furnishing information to the District and its agents as expressly authorized above, from any liability for damage which may result from any dissemination of the information requested subject to the provision of Title 44, Chapter 5, Part 3, and Title 41, Chapter 3, MCA.

This document is effective until revoked in writing by me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT FULL NAME: \_\_\_\_\_

PRINT FULL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

ANY OTHER NAMES UNDER WHICH YOU HAVE BEEN EMPLOYED: \_\_\_\_\_

\_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

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STATE OF \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, a notary public of the State of \_\_\_\_\_, personally appeared \_\_\_\_\_, known to me to be the person named in the foregoing release, and acknowledge to me that \_\_\_\_\_ executed the same as \_\_\_\_\_ free act and deed, for the uses and purposes therein mentioned.

IN WITNESS THEREOF, I hereunto set my hand and affixed my notarial seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public Signature  
State of \_\_\_\_\_  
County of \_\_\_\_\_  
My commission expires \_\_\_\_\_

**ADDITIONAL PERTINENT INFORMATION, QUALIFICATIONS,  
CERTIFICATES**

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**REFERENCES**

*Please list current information for at least three and no more than five references below*

<u>Name</u> <u>work)</u>	<u>Title</u>	<u>Address</u>	<u>Phone (home and</u>
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**EDUCATION HISTORY**

*List from most recent to least recent attendance*

College/University Studied	Location Degree	Year GPA	Subject
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## EMPLOYMENT RECORD

List your present or most recent employer first. Describe your employment history, accounting for all time during at least the past 15 years. You may include volunteer and paid experience. DO NOT substitute a resume. You may attach additional information.

**Do you wish to be notified before we contact your current or previous employers?** Yes \_\_\_ No \_\_\_

Employer: \_\_\_\_\_ Your job title: \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_  
Immediate supervisor and  
title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Employment dates: From \_\_\_\_\_ To: \_\_\_\_\_

Job Duties (brief statement – be sure to list all duties related to this position):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for  
leaving: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Your job  
title: \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_  
Immediate supervisor and  
title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Employment dates: From \_\_\_\_\_  
To: \_\_\_\_\_

Job Duties (brief statement – be sure to list all duties related to this position):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for  
leaving: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Your job title: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate supervisor and  
title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Employment dates: From \_\_\_\_\_

To: \_\_\_\_\_

Job Duties (brief statement – be sure to list all duties related to this position):

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Reason for  
leaving: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Your job title: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate supervisor and  
title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Employment dates: From \_\_\_\_\_

To: \_\_\_\_\_

Job Duties (brief statement – be sure to list all duties related to this position):

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Reason for  
leaving: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Your job title: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate supervisor and  
title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Employment dates: From \_\_\_\_\_

To: \_\_\_\_\_

Job Duties (brief statement – be sure to list all duties related to this position):

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Reason for  
leaving: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Your job title: \_\_\_\_\_  
Address: \_\_\_\_\_

Immediate supervisor and  
title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Employment dates: From \_\_\_\_\_  
To: \_\_\_\_\_

Job Duties (brief statement – be sure to list all duties related to this position):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for  
leaving: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Your job title: \_\_\_\_\_  
Address: \_\_\_\_\_

Immediate supervisor and  
title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Employment dates: From \_\_\_\_\_  
To: \_\_\_\_\_

Job Duties (brief statement – be sure to list all duties related to this position):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for  
leaving: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

### **Equal Opportunity Employer**

Each participating school district prohibits discrimination against or harassment of any person employed by or seeking employment with the school district because of race, creed, religion, color, political affiliation or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction. People of disability may request reasonable accommodation in the hiring process by contacting the school district personnel office.

## **Proof of Employability, TB Test**

Any applicant chosen for employment must be able to produce a social security card, driver's license, or some other acceptable form of verification of employment eligibility in the United States pursuant to Form I-9 of the U.S. Department of Justice.

Similarly, a selected applicant must provide verification of having received a tuberculin (TB) test. Verification must include the date of the test, the results of the test, and the signature of the person who conducted the test. It is policy to require verification of a TB test from any candidate chosen for employment and to require submitted documentation of the results of a tuberculin test within seven (7) days of employment.

## **Authorization to Release Employment Records**

If employed by a participating school district, the applicant authorizes the school district to supply his/her employment record at the school district's sole discretion, in whole or part, to any prospective employer, government agency, or other party, when the school district's interest is deemed appropriate.

## **Drug Free/Tobacco Free Policies**

Each of the participating school districts are drug free, tobacco free schools and, as such, require all employees to adhere to specific drug free, tobacco free policies.

## **Acknowledgment**

I understand that no offer of benefits, such as, but not limited to, a pension plan, insurance, vacation, or salary rate, is final until it has been reviewed by the Personnel/Human Resources Department, and fully approved by the (superintendent/board) or designated authorized representative. Further, I have read and understand the above policies of employment. If employed by a participating school district, I agree to abide by these policies of employment.

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Applicant

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Date

## AFFIRMATIVE ACTION INFORMATION

State law requires that employers keep records on the race and sex of applicants and employees to facilitate the enforcement of equal employment opportunity laws. This statement will be filed separately from all of your other employment records. As required by state law, it will be available only to the school district personnel department and federal/state employment enforcement officers.

Complete the following information and return it with your completed application to the applicable school district office/s.

Date: \_\_\_\_\_

Sex:     \_\_\_   Male     \_\_\_   Female

Age: \_\_\_\_\_

Position applied  
for: \_\_\_\_\_

### **Ethnic group**

Check one of the following:

- ALASKA NATIVE – A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- AMERICAN INDIAN – A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- ASIAN AMERICAN – A person having origins in any of the original people of the Indian Subcontinent, the Pacific Islands, or the Far East; for example, China, Japan, Korea.
- BLACK – (not of Hispanic origin) – A person having origins in any of the Black racial groups of Africa.
- FILIPINO – A person having origins in any of the original peoples of the Philippine Islands.
- SPANISH AMERICAN – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

- ❑ WHITE – (not of Hispanic origin) – A person having origins in any of the original peoples of Europe, North America, or the Middle East.
- ❑ OTHER –  
Specify \_\_\_\_\_.