

**APPLICATION FOR EMPLOYMENT**

**Frenchtown School District #40  
P.O. Box 117  
Frenchtown, Mt 59834  
(406) 626-2600**

**Applications and supporting materials become the property of Frenchtown School District #40 and will not be returned or available for copying unless provided for in Union contracts. The District does not have the space or personnel to retain prior applications on file. Therefore to apply for future job openings, a new application must be submitted.**

**Please type or print clearly using a dark pen.**

Name: \_\_\_\_\_

Previous Name(s): \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street or P.O. Box City State Zip

If current address is less than 3 years, previous address(s):

\_\_\_\_\_  
Street or P.O. Box City State Zip

Home Phone: \_\_\_\_\_ Additional Contact Phone: \_\_\_\_\_

Specific open position(s) for which you are applying: \_\_\_\_\_

Coaching/Advising Interests and Experience: \_\_\_\_\_

**INSTRUCTIONS AND INFORMATION**

**A. Complete all pages of the application fully.** Furnishing information on the application is mandatory unless otherwise stated. In addition to the completed and signed application form, the following information is **required** for applications for permanent teaching positions and **recommended where applicable** for all other positions:

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 by hire date).
4. College placement file/papers and/or letters of recommendation (minimum of three).
5. Evidence of Montana certification/licensure (also required for **substitute teaching** positions for documentation of placement on tiered calling policy).

**B. Notes:**

1. Substitute teaching applications must be submitted in person. All other applications may be submitted in person, by mail, or by fax (406) 626-2605. For permanent positions, applications must be received by the final filing date. Postmarks are not accepted.
2. Substitute and permanent employees are required to pay for the cost of getting their fingerprints taken at the Missoula County Sheriff's Office (\$15).
3. Permanent employees will also be required to pay for the actual processing of the background check which is an additional \$29.25. The \$29.25 will be deducted from their initial paycheck unless other arrangements have been made with the District Administration Office. The District will pay the additional cost for *substitute* employees only.
4. Finalist candidates will be contacted by the District.

**C. Please answer the following questions:**

1. Do you have the legal right to 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? \_\_\_\_\_  
\_\_\_\_\_
3. Have you ever been released or discharged from employment or resigned to avoid such release or discharge?  
\_\_\_\_\_

If yes, explain; include the date of discharge or resignation and the reason for discharge or resignation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Complete the following items **only** if you are applying for a position in the District which requires driving:
  - a. Do you have an up-to-date CDL? Yes / No  
If yes, list number, issuing state & expiration date \_\_\_\_\_  

	Number	Issuing State	Expiration Date
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  - b. List all motor vehicle accidents in the past three years: \_\_\_\_\_  
\_\_\_\_\_
  - c. List all violations of motor vehicle laws or ordinances (other than parking) in the past three years: \_\_\_\_\_  
\_\_\_\_\_
  - d. List all denials, revocation or suspension of any license, permit or privilege to operate a motor vehicle: \_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL PERTINENT INFORMATION, QUALIFICATIONS, CERTIFICATES, REFERENCES**

Do you hold a valid Montana Teaching Certificate? (Yes/No) \_\_\_\_\_ (If you hold a valid Montana Teaching Certificate, make sure you attach a copy of the Certificate.)

*Please list complete current information for at least three references below.*

	Name	Title	Address	Phone #s (Home and Work)
1				
2				
3				

**EDUCATION HISTORY:**

*List from most recent to least recent attendance*

	University or College	Location	Subject	Degree	GPA
1					
2					
3					

Quarter Credits completed beyond: B.A. Degree \_\_\_\_\_ M.A. Degree \_\_\_\_\_

## EMPLOYMENT RECORD

Using the space below and starting with your present or most recent employer. Describe your employment history, accounting for all time during at least the last 15 years. You may include volunteer and paid experience. **You may substitute a resume if all of the information requested below is included. You also 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(s) for Leaving: \_\_\_\_\_  
Salary: \_\_\_\_\_

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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(s) for Leaving: \_\_\_\_\_  
Salary: \_\_\_\_\_

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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(s) for Leaving: \_\_\_\_\_  
Salary: \_\_\_\_\_

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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(s) for Leaving: \_\_\_\_\_  
Salary: \_\_\_\_\_

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## **EQUAL OPPORTUNITY EMPLOYER**

Frenchtown School District #40 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 gender when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or gender 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 Department of Homeland Security.

Similarly, a selected applicant must provide verification of having received a tuberculin (TB) test **within the past year**. 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 (TB) test within thirty (30) days of employment. If the District does not receive documentation of a negative TB test within this time frame, we can not continue to employ you.

## **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 employment or benefits, such as, but not limited to, a pension plan, insurance, vacation, or salary rate, is final until it has been reviewed by the District Administration, satisfactory completion of a fingerprint background check (This may take as long as 3-4 weeks after submittal of the fingerprints to the Administration Office.), and fully approved by the Board. I understand that no contract for employment shall be issued until all of the above items are completed. Further, I have read and understand the above policies of employment.**

**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.**

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**Applicant Signature**

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**Date**



(OPTIONAL)

**SUPPLEMENTAL INFORMATION FORM**

**FOR**

**AFFIRMATIVE ACTION INFORMATION**

**NAME OF APPLICANT (optional):** \_\_\_\_\_

Providing this information is strictly on a *voluntary basis*. 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.

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

Sex: \_\_\_\_\_

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

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

Ethnic Group: \_\_\_Asian      \_\_\_Black      \_\_\_Hispanic  
                  \_\_\_American Indian      \_\_\_Other      \_\_\_Unknown      \_\_\_White

(This information will be placed on file for reporting purposes to the Federal Government only. None of the information will be used in the selection process.):

## Frenchtown School District

### JOB DESCRIPTION SUBSTITUTE SPECIAL EDUCATION PARA-PROFESSIONAL AIDE

#### QUALIFICATIONS:

1. Demonstrated successful experience working with students.
2. Evidence of ability to be firm but kind, caring but consistent, patient and vigilant.
3. Evidence of ability to accept direction from supervising teacher(s) and work as a team member with other professionals.
4. Evidence of ability to write concise observational data, maintain a log, record computerized data and maintain behavior charts.
5. Evidence of ability to be resourceful and try options within the plan laid out with the teacher; act independently within the scope of the program to assist students in maintaining appropriate behaviors and achieving skills.
6. Proven record of interpersonal skills with students and coworkers.
7. Proven record of good organizational skills, punctuality and responsibility.
8. Evidence of ability to modify and adjust the curriculum with input from supervising teacher(s).
9. Evidence of understanding of and willingness to abide by confidentiality policy and practice of the district.
10. Ability to lift up to 50 pounds.
11. Other qualities as deemed appropriate.

#### PERFORMANCE RESPONSIBILITIES:

1. Perform duties as assigned.
2. Ability to maintain an effective and positive classroom environment.
3. Ability to manage student behavior and implement appropriate classroom management procedures
4. Ability to adhere to and implement Board and school policies and procedures.
5. Provide for personal and social growth of students.
6. Ability to work with staff and students in a collaborative/inclusive model of delivery.
7. Maintain professional competence through in service education provided by the district, and/or self-selected professional growth activities.
8. Provide individual and special program assistance on assignment basis. This may include:
  - a. Assisting students with physical and/or cognitive impairments with moving through their day (i.e. on and off buses, into and around the building)
  - b. Assisting students with self-care tasks of feeding, dressing, and toileting
  - c. Assisting with physical care, which may include lifting, restraining, changing
  - d. Assisting students in the use of an augmentative communication device and/or assistive technology (i.e. computer literacy, curriculum and graphics software)
  - e. Assisting students with academic and functional skills curriculum, using modifications of material, equipment and technology
  - f. Help students prepare for and participate in Special Olympic practices, competitions, and games
  - g. Accompany and assist students on bus rides, field trips, work studies, therapies, trainings, or other school-related activities that may occur off-campus on a school day, as required
9. Other responsibilities and duties as assigned by the Building Principal.

**IMMEDIATE SUPERVISOR:** Building Principal, Special Education Coordinator. Classroom teacher will provide day to day direction.

**TERMS OF EMPLOYMENT:** Current substitute hourly rate. No other benefits. This is a call when needed position. There is no guarantee of hours or monetary enumeration.

**A pre-employment physical is required.**

**QUIPMENT USED:**

Computer, calculator, copier, telephone/voice mail, fax, special needs equipment including wheelchairs, lifts, etc.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside but may be assigned to outside activities. The employee must be able to meet deadlines with time constraints.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to sit, walk, and stand; twist at neck, bend at waist; kneel; reach. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 50 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

**It is the prerogative of the District to assign staff so as to best meet the needs of the District.**