

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: _____

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: _____

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: _____

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: _____

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.

Applicant Signature

Date

Frenchtown School District requires background checks and finger printing for all new employees. The information below must be completed and attached to the application. This form MUST be signed in front of a notary public.

(REQUIRED)
5122F2

AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I, _____, am seeking employment and/or approval to be selected as an on-call substitute with _____ School District #__ (the District). I hereby expressly authorize the release of any and all information of a confidential or privileged nature, including confidential criminal justice information as defined in ' 44-5-103(3), MCA, to the staff of the District and its agents.

I have _____ have not _____ been convicted or adjudicated* of any crime in any jurisdiction, besides minor traffic offenses. Attached, if necessary, is a complete description of the circumstances surrounding the crime(s) of which I have been convicted or adjudicated in any jurisdiction. I acknowledge that I have the right to obtain a copy of the fingerprint background check obtained by the District and to challenge its accuracy if necessary. I further acknowledge that my access to children may be denied prior to the completion of the fingerprint background check.

* *Adjudication B A passing of judgment of a court of law or decision of a judge.*

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 damages which may result from any dissemination of the information requested, subject to the provisions of Title 44, Chapter 5, Part 3, MCA.

This document is effective until revoked in writing by me.

SIGNATURE DATE

Print full name: _____

Print full address: _____

CITY STATE ZIP

Birth Date: _____ Social Security Number: _____

STATE OF MONTANA)
 : ss.
County of _____)

On this _____ day of _____, 201__, before me, a Notary Public for the state of Montana, personally appeared _____, known to me to be the person named in the foregoing Authorization to Release Information, and acknowledged to me that _____ executed the same as _____ free act and deed for the purposes therein mentioned.

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

(S E A L)

[name]
NOTARY PUBLIC for the State of Montana
Residing at _____, Montana
My commission expires: _____

(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.):

**Job Description
Head Coach**

ESSENTIAL FUNCTIONS:

1. Knows and follows all policies enacted by the Frenchtown School District.
2. Maintains all required MHSA Coaching Certification, Rules Clinics and Endorsements. Maintains a Current First Aid Card with CPR endorsement. Documentation of these certifications shall be submitted to the Activities Director prior to the first day of practice.
3. Provides strong leadership in support of the educational goals of Frenchtown School District and the academic achievement of its students.
4. Provides strong leadership in providing a quality athletic program that ensures the competitive success of the team.
5. Coaches' participants in the skills necessary for the sport/activity assigned.
6. Must maintain competency in rules, regulations, and coaching techniques for the sport/activity.
7. Establishes and advertises a schedule of practices.
8. Maintains discipline and sportsmanlike conduct of all participants and enforces the policies of the District uniformly when disciplining participants
9. In addition to those established by MHSA and Board policy, establishes performance criteria for eligibility.
10. Responsible for the inventory of equipment and supplies.
11. Responsible for the proper storage of all equipment according to district policy
12. The coach shall submit a written inventory at the end of the season listing the equipment and where it is located. The head coach shall not have completed his/her duties until all equipment and uniforms have been returned and properly stored.
13. Responsible for all fundraising activities performed on behalf of the activity. The head coach shall ensure that there is a full accounting for all funds expended and collected and that the funds are properly deposited with the district.
14. Responsible for making recommendations to the administration for equipment and supplies needed for the ensuing season.
15. Works with the athletic director in scheduling intramural and interscholastic contests.
16. Teaches/coaches the importance of team work in all activities.
17. Supervises participants and assistant coaches.

This is only a minimum list of duties. Other job responsibilities may be required by the Activities Director. The coach is responsible for carrying out other duties as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

1. Meets MHSA requirements.
2. Holds a currently valid First Aid card with CPR.
3. Holds currently valid MHSA Coaching Certifications and Endorsements.
4. Has completed all MHSA required in-service activities.
5. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
6. Ability to write routine reports and correspondence.
7. Ability to effectively communicate, orally and in writing, with students, parents, staff, and the community in general.
8. Ability to handle stressful situations.

9. Ability to maintain confidentiality of employment and student matters.
10. Ability to perform duties with an awareness of all District requirements and Board policies.
11. Ability to effectively manage time and responsibilities.
12. Ability to work effectively with supervisors.

SUPERVISION: The head coach reports to and is directly responsible to the Activities Director. In addition, the Head Coach, as are all district employees, is under the general supervision of the District Superintendent.

TERMS OF EMPLOYMENT: Salary as negotiated by the Frenchtown School Board Trustees and the Frenchtown Education Association.

EQUIPMENT USED: Stopwatch, calculator, computer, copy machine, fax machine, telephone/voice mail, score-keeping equipment, email or other equipment germane to the sport/activity.

WORK ENVIRONMENT: The employee constantly works around others, works with the public, and works inside and outside. The noise level in the work environment varies, but is frequently loud. The employee must be able to meet deadlines with severe time constraints.

PHYSICAL DEMANDS: The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Reasoning and exercising judgment are used/required on the job.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.