

# 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**

**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.):

# **Frenchtown School District**

## **JOB DESCRIPTION**

### **ASSISTANT HIGH SCHOOL COACH**

#### **QUALIFICATIONS:**

1. Meets MHSAA requirements.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
3. Ability to follow both oral and written directions and instructions of the head coach and/or athletic director.
4. Ability to write routine reports and correspondence.
5. Ability to effectively communicate, orally and in writing, with students, parents, staff, and the community in general.
6. Ability to handle stressful situations.
7. Ability to maintain confidentiality of employment and student matters.
8. Ability to perform duties with an awareness of all District requirements and Board policies.
9. Ability to effectively manage time and responsibilities.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Acts under the direction of the head coach and assume the functions and duties of head coach in his/her absence.
2. Coaches participants in the skills necessary for the sport/activity.
3. Must maintain competency in rules, regulations, and coaching techniques for the sport/activity.
4. Maintains discipline and sportsmanlike conduct of all participants and enforces the policies of the District uniformly when disciplining participants.
5. Responsible for the inventory of equipment.
6. In team activities, teaches/coaches the importance of team work.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

#### **SUPERVISION:**

The assistant coach reports to and is directly responsible to the Activities Director. In addition, the assistant 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.**

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