

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
 - 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 SUBSTITUTE CUSTODIAN

QUALIFICATIONS:

1. Minimum of High School Diploma or GED
2. Demonstrated ability to read and follow directions correctly
3. Demonstrated problem solving skills
4. General knowledge of accepted cleaning and maintenance methods and techniques
5. Knowledge and ability to use appropriate custodial cleaning/maintenance equipment
6. Demonstrated knowledge/practice of safety rules and procedures
7. Demonstrated ability to lift loads up to 50 pounds on a regular basis, no history of back problems and pre-employment physical certification required.
8. Ability to organize and maintain assigned area with little supervision
9. Other qualities as deemed necessary

PERFORMANCE RESPONSIBILITIES:

1. Punctuality: Arrives at work on time, leaves at end of shift
2. Carries out tasks within assigned time schedule
3. Works well with co-workers, certified staff, students and assists faculty members as requested to include positive responses to cleaning and maintenance requests
4. Is a self-starter that works well without supervision, "sees" things that need to be done
5. Assumes responsibility for general security of building and equipment
6. Keeps assigned areas neat and clean at a level acceptable by District standards: Cleans classrooms thoroughly on a regular basis to include sweeping, mopping, vacuuming, dusting furniture and ledges, cleans sinks, empties wastebaskets, cleans windows, cleans chalkboards, and other areas
7. Is safety conscious and reviews premises weekly for safety standards in regard to staff, students, and public
8. Have knowledge of and the ability to operate heating and other associated building systems
9. Routine maintenance on heating and electrical system
10. Keep school buildings and grounds free from hazards and attractive nuisances which threaten the safety of students, staff, faculty and patrons
11. Reports damage or vandalism to school property to building principal immediately
12. Reports major or minor repair needs to supervisor
13. Be flexible in job assignments as determined by supervisor
14. Other duties as assigned by supervisor, lead custodian, building principals

IMMEDIATE SUPERVISORS: Maintenance/Custodial Supervisor, Lead Custodian and Building Principals. As are all district employees, this position is under the general supervision of the District Superintendent.

Pre-employment physical is required for this position.

EQUIPMENT USED: Cleaning and maintenance tools and equipment, including but not limited to vacuum, floor polishers, floor strippers, miscellaneous scrubbing equipment.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate but can be noisy, depending upon the task at hand.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand, travel from one building to another, push heavy equipment, twist at neck and waist, reach, and kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift and/or carry up to 50 pounds.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and maintains attentiveness intensity. The employee may be involved in interactions which require oral and written communications.

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.

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