



SAINT REGIS SCHOOLS APPLICATION FOR EMPLOYMENT

(PLEASE PRINT OR TYPE)

POSITION(S) DESIRED _____

DATE AVAILABLE FOR WORK _____

NAME _____
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER¹

PRESENT ADDRESS _____
STREET (AREA CODE) TELEPHONE
CITY STATE ZIP CODE

PERMANENT ADDRESS _____
STREET (AREA CODE) TELEPHONE
CITY STATE ZIP CODE

E-MAIL ADDRESS (IF AVAILABLE) _____

LIST, IN ORDER OF PREFERENCE, THE GRADES, SUBJECTS AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:

1. _____ 2. _____ 3. _____

CERTIFICATION

(LIST ALL AREAS IN WHICH YOU HOLD VALID MONTANA AND/OR OUT-OF-STATE TEACHING CERTIFICATES. NOTE: APPLICANTS HOLDING A CERTIFICATE FROM ANOTHER STATE MUST OBTAIN A MONTANA CERTIFICATE IN ORDER TO TEACH IN MONTANA PUBLIC SCHOOLS.)

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

HAVE YOU EVER FILED AN APPLICATION HERE BEFORE? _____ IF YES, WHEN? _____

HAVE YOU EVER BEEN EMPLOYED HERE BEFORE? _____ IF YES, WHEN? _____

HAVE YOU CURRENTLY EMPLOYED? _____

MAY WE CONTACT YOUR EMPLOYER? _____

IF YOU ARE NOT EMPLOYED FULL TIME, ARE YOU INTERESTED IN BEING PLACED ON OUR SUBSTITUTE LIST? YES NO
LONG-TERM YES NO SHORT-TERM YES NO

¹ Federal Privacy Act [5 U.S.C.§552A NOTE] Statement. Principal Purpose: To verify certification. Other Purposes: Identification and collection of criminal/disciplinary records for certified educators. Disclosure: Mandatory. Failure to provide the Social Security Number will result in an applicant not being considered for employment.

EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION AND YEARS ATTENDED	MAJOR/MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address			Your Title	
From						
To						
		(Area Code) Telephone:				
Work Performed:			Reason for Leaving:			
Name & Title of Supervisor:				Final Yearly Salary:		
Dates		Name of Employer and Address			Your Title	
From						
To						
		(Area Code) Telephone:				
Work Performed:			Reason for Leaving:			
Name & Title of Supervisor:				Final Yearly Salary:		
Dates		Name of Employer and Address			Your Title	
From						
To						
		(Area Code) Telephone:				
Work Performed:			Reason for Leaving:			
Name & Title of Supervisor:				Final Yearly Salary:		

Please list activities that you are qualified to supervise or coach:

If you have not been previously employed in a teaching position, please complete the following:

STUDENT OR PRACTICE TEACHING

GRADE OR SUBJECT TAUGHT	NAME AND ADDRESS OF SCHOOL	1. COLLEGE SUPERVISOR 2. COOPERATING TEACHER
		1.
		2.
		1.
		2.

Student Teaching References:

If available, please attach photocopies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

REFERENCES

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	ADDRESS	TELEPHONE

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities. If you are a veteran, please enclose a copy of your discharge papers.:

The candidate is advised that the employee will be assigned class advisorship and other duties as designated by the administration. If you are selected as a candidate, are you willing to accept and carry out these duties? _____

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? Yes No

Are you currently under charges for a criminal offense? Yes No

Have you ever forfeited bond or collateral in connection with a criminal offense? Yes No

Within the last ten years, have you been fired from any job for any reason? Yes No

Within the last ten years, have you quit a job after being notified that you would be fired? Yes No

Have you ever been professionally disciplined in any state? Yes No

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government.

Are you subject to any visa or immigration status, which would prevent lawful employment? Yes No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

Montana State Police Criminal Background Check

If the applicant is offered employment, each applicant must submit a copy of a Criminal History Record from the Montana State Police. Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

Federal Criminal History Record

If the applicant is offered employment, each applicant must submit a copy of a Federal Criminal Record from the Federal Bureau of Investigation (FBI). Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

Preliminary Interview Questions

Please answer the questions as described on page six. For your convenience, you may attach a sheet; however, your answers may not exceed one page.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the answers to my preliminary interview questions. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

In the event of employment, I understand I am required to abide by all rules and regulations of the employer.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of the Saint Regis School District may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age, marital or veteran status or disability.

_____ **Date**

_____ **Signature of Candidate (in ink)**
[Must be original]

Saint Regis School District shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.

PRELIMINARY INTERVIEW QUESTIONS

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please answer the following questions in the space provided. Your answers to these questions will assist us in determining your philosophy of instruction.

1. How do you help your students develop good attitudes toward learning?
2. What is your most important reason for teaching?
3. How do you want students to view themselves? How do you help them discover or affirm such perspectives?
4. What do you find to be the best way to communicate with students? With parents? With administration?
5. How do you want your students to view you? Why?
6. What is your philosophy of student discipline? How will you manage your classroom?

With this application, please include:

- A Letter of Application
- A Copy of Your Educator's Licensure
- A Current Resume
- 3 Letters of Recommendation

Send all application materials to the following address:

Saint Regis Public Schools
Attn: Patrick Low
P.O. Box 280, 90 Tiger Street
Saint Regis, MT 59866
supt@stregis.k12.mt.us

Please direct your placement office to send your transcripts and placement files.

Should you have questions, please contact:
Patrick Low, Superintendent
Saint Regis Schools
90 Tiger Street, P.O. Box 280
Saint Regis, MT 59866

(406) 649-2311 phone
(406) 649-2788 fax

www.stregisschool.org