

Activity/Athletics Application Requirements

1. Complete this application
(Court Records Request MUST BE Notarized)

2. MUST have current Driver's License

IF you are **NOT** a current employee please **PROVIDE** the following:

1. Verified 1st Background Check Forms
2. VALID 1st Aid Certificate/ Or Statement of Need
3. If applying for High School sports VALID MHSA Certification

LAME DEER PUBLIC SCHOOL DISTRICT No.6

P. O. Box 96

101 W. Boundary St.

Lame Deer, MT. 59043

Phone: (406)477-6305 Fax: (406)477-6535

ATHLETIC COACH/ACTIVITY SPONSOR APPLICATION

Name

Date

Mailing Address

City

State

Zip

Home Phone

Alternate/Message Number

1. Are you currently employed by Lame Deer Public Schools? Yes ___ No ___

If yes, what is your current position? _____

If no, what is your current title? _____

If you work outside of the Lame Deer School district you will need to request that your Supervisor send the District a letter indicating that you will be given release time to work with our activity program.

2. List the positions that you are applying for: _____

3. List your experience that qualifies you for the position: _____

4. Describe your views or goals of a successful athletic/activity program: _____

Are you related to any Board member or current employee? If yes, who? _____

List references that are familiar with your past experiences as a coach/activity sponsor:

Name Phone# Address

Name Phone# Address

Name Phone# Address

Applicant Rights and Consent to Fingerprint

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ by LAME DEER PUBLIC SCHOOL DISTRICT No.6 that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at DOJCRIS@mt.gov or 406-444-3625.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency.

Signed: _____
Name

Date

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



In accordance with federal law regarding notices and disclosures, MT Dept. of Justice requires the entity to which you are applying to work or volunteer to use this form.

NCPA/VCA Applicants

Dear applicant you have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to **Lame Deer Public Schools District No.6** for the position of:

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

1. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
2. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
3. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.

The **LAME DEER PUBLIC SCHOOL DISTRICT No.6** shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the qualified entity. The School District shall make reasonable efforts to respond to the inquiry within 15 business days.

Your Name:

First Middle Maiden Last

Date of Birth:

Address:

Physical

Mailing

City

State

Zip

- I **have** been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances and outcome]:
- I **have not** been convicted of, nor am I under pending indictment for, any crimes
- I authorize Montana Department of Justice, Criminal Records and Identification Services Section to disseminate criminal history record information to **Lame Deer Public Schools District No.6**.

Signature of Applicant

Date

LAME DEER PUBLIC SCHOOL DISTRICT No.6
LAME DEER, MT. 59043
 Probation Officer and/or Court Records Report

MUST BE NOTARIZED

The individual named below is a potential employee for the Lame Deer Public School District:

NAME _____
Date of Birth

Mailing Address

Physical Address

City **State** **County** **Zip**

As required by School Board Policies, the District shall conduct background investigations on prospective employees. Please include information on any charge(s), conviction(s), or adjudication(s). Thank you for your assistance in this matter.

State of _____
 County of _____

SEAL

This was signed before me on ___/___/___

Notary Signature

RETURN TO: Lame Deer Public School District No.6
 ATTN: PERSONNEL
 P. O. Box 96
 Lame Deer, MT. 59043-0096

I request that you release all information concerning my adult record(s):

Social Security Number _____
Signature

Technical Name of Offense	Date of Offense	Disposition to include sentence Amended? Reduced?	Was 'Guilty' entered in court records	Dates of Time Served	MAX Penalty

Is there any pending court action? YES___ NO___. Remarks & recommendations (include the ability to work with others, Character, family background, etc. Use the back of this page.) Have all fines and/or restitution been paid? YES___ NO__ N/A__

PRIVACY STATEMENT

AUTHORITY: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

SOCIAL SECURITY ACCOUNT NUMBER (SSAN). Your SSAN is needed to keep records accurate because other people may have same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

PRINCIPAL PURPOSE: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprint submitted to or retained by NGI.

ROUTINE USES: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine Uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, State, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

ADDITIONAL INFORMATION: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

Updated 9/9/2013

***For applicants records**