

CERTIFIED TEACHING APPLICATION

INSTRUCTIONS & INFORMATION

Please complete all pages of the application fully and legibly. Furnishing information on the application is mandatory, unless otherwise stated. In addition to the completed and signed application please provide the following:

- Letter of Interest listing specific position applied for**
- Resume including academic preparation, experience, and other related qualifications**
- Transcripts of all College/University credits to date (official transcripts required upon hire)**
- Current College placement file/papers and or letters of recommendation (min. 3)**
- Completed background information request.**

An application may be submitted in person, by mail, through email, or by fax. Applications must be received by the final filing date. Postmarks are not accepted. Photocopies or scanned copies may be submitted in place of the original application. Applications and supporting materials will not be returned. Incomplete applications will not be kept on file. The District will contact finalist candidates.

P. O. Box 96
101 W. Boundary St.
Lame Deer, MT. 59043
Phone: (406)477-6305 Fax: (406)477-6535

CERTIFIED TEACHING APPLICATION

Applicant Signature

Date

PLEASE PRINT CLEARLY IN BLUE/BLACK INK

FIRST

MIDDLE

LAST

Mailing Address

Physical Address

City

State

Zip

Home Phone

Alternate/Message Number

PREVIOUS NAMES USED:

Position applying for: _____

Other positions that you are interested in: _____

Are you interested in Coaching or being an Activity/Class Sponsor? Yes ____ No ____

If yes, what Activity/Sponsorship/Sport are you interested in? (List preferred first and so on): _____

List your experience that qualifies you for the position: _____

CERTIFICATION

Do you hold a valid Montana Teaching Certificate? Yes ____ No ____

Folio #: _____ Class: _____ Level: _____ Expiration Date: _____

Check grades covered: K-8 _____ 5-12 _____ 7-12 _____ K-12 _____ Pre-K _____

(If Applicable)

Major Area of Preparation/endorsement: _____

Minor Area of Preparation/endorsement: _____

Please answer the following questions:

1. Do you have legal right to work in the United States? Yes ____ No ____
2. Are you able to perform the functions of the job which you are applying with or without reasonable accommodation? Yes ____ No ____
3. Have you ever been released/discharged from employment or resigned to avoid being fired?
Yes ____ No ____.
If yes, please explain. Include date of discharge/resignation and reason for discharge or resignation.

4. I hereby certify that (Check applicable box & provide requested information):

_____ I have NOT been charged or been convicted of any violation of criminal law, including criminal convictions resulting from a deferred sentence or plea of nolo contendere (minor traffic offenses excepted).

_____ I have pleaded guilty to or been convicted of at least one violation of criminal law. Please attach and sign a complete description of the circumstances surrounding conviction. (This doesn't necessarily disqualify a person for employment consideration).

5. Has your teaching certificate ever been suspended or revoked in any State? Yes ____ No ____

6. **Are you related to any School Board Member? Yes ___ No ___ If so, Who?** _____

7. **Do you have friends, relatives, or a spouse working here? Yes ____ No ____**

If yes, their name and position: _____

NCPA/VCA Applicants

To _____: 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 entity 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 entity 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

AUTHORIZATION TO RELEASE INFORMATION
MUST BE NOTARIZED.

To Whom It May Concern:

I, _____, am seeking employment with the Lame Deer Public School District No.6. I acknowledge that a complete investigation into my background is necessary to protect the safety and welfare of the children in the District. I hereby expressly and voluntarily authorize the District the right to make a thorough investigation of my past employment, education, and activities. I specifically authorize release of any and all information of a confidential or privileged nature. Including confidential criminal justice information as defined in 44-5-1032(3) and 41-3-2-5(3)(0) MCA, to the staff of the District and its agents. I understand that the District reserves the right to use any lawful method of investigation that, in its sole discretion, deems reasonable and necessary.

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 damage which may result from any dissemination of the information requested subject to the provision of Title 44, Chapter 5, Part 3 and Title 41, Chapter 3 MCA.

This document is effective until revoked in writing by me.

Signature Date

PRINTED Full Name

PRINTED FULL ADDRESS

City State Zip

Any other names you have used:

Birthdate: _____ Social Security No.: _____

.....
STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this
____ day of _____, 20____ by

_____, who is SEAL

personally known to me or who has produced
_____ as identification.

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 DOJCRISS@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.
Form number: APPR&R 20120611

LAME DEER PUBLIC SCHOOL
DISTRICT No.6 ROSEBUD COUNTY
P. O. Box 96
101 W. Boundary St.
Lame Deer, Montana. 59043
Phone (406) 477-6305 Fax (406) 477-6535

**Office of the Superintendent
PERSONAL REFERENCE FORM**

To the applicant: Your **SIGNATURE ONLY** is required on this form. It will be copied and sent to your work references.

APPLICANT NAME: _____
 FORMER EMPLOYER: _____
 SOCIAL SECURITY #: _____

The above named applicant has applied for employment with the Lame Deer School District and has listed your organization as a former employer. We would appreciate your verification and completion of this form at your earliest convenience. Information provided will be treated in confidence and will not be placed in a personnel file.

APPLICANTS AUTHORIZATION

I consent to and authorize the above named employer, its agents, and its employees to furnish any reference information concerning me, my achievements, wage history, performance, attendance, personal history, disciplinary information, and reason for separation of employment relating to my employment with the former employer. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment. I also hereby release the above named former employer, its agents, and its employees from all liability for damages or claims, including but not limited to defamation, interference with contract, or prospective economic advantage and negligence I have or may have which arise or result from any reference information provided pursuant to this or any attempts to comply with this information.

 APPLICANT SIGNATURE DATE

RECORD OF EMPLOYMENT
 Position(s) Held: _____ Date(s): _____

Summary of Essential Duties:

Reason for Leaving: _____

Salary at Termination: \$ _____ Eligible for Rehire? Yes _____ No _____

Please rate the following:	Excellent	Good	Average	Fair	Poor
Job Knowledge	_____	_____	_____	_____	_____
Accuracy	_____	_____	_____	_____	_____
Productivity	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Team Spirit	_____	_____	_____	_____	_____
Communication Skills	_____	_____	_____	_____	_____
Overall performance	_____	_____	_____	_____	_____

COMMENTS:

 Signature Title Date

EMPLOYMENT RECORD

List your present or most recent employer first. Include all employment for the past 15 years, and account for breaks in employment. You may include volunteer and paid experience. DO NOT substitute a resume, but you may attach additional information.

Do you wish to be notified before we contact your current or previous employer? Yes _____ No _____

Employer: _____ Job Title: _____

Address: _____

Telephone: _____

Immediate Supervisor: _____ Title: _____

Dates of Employment: Start: _____ End: _____

Job Duties (briefly list all duties related to this position): _____

Reason for leaving: _____

Ending Salary; \$ _____

Employer: _____ Job Title: _____

Address: _____

Telephone: _____

Immediate Supervisor: _____ Title: _____

Dates of Employment: Start: _____ End: _____

Job Duties (briefly list all duties related to this position): _____

Reason for leaving: _____

Ending Salary; \$ _____

Employer: _____ Job Title: _____

Address: _____

Telephone: _____

Immediate Supervisor: _____ Title: _____

Dates of Employment: Start: _____ End: _____

Job Duties (briefly list all duties related to this position): _____

Reason for leaving: _____

Ending Salary; \$ _____

Employer: _____ Job Title: _____

Address: _____

Telephone: _____

Immediate Supervisor: _____ Title: _____

Dates of Employment: Start: _____ End: _____

Job Duties (briefly list all duties related to this position): _____

Reason for leaving: _____

Ending Salary; \$ _____

Employer: _____ Job Title: _____

Address: _____

Telephone: _____

Immediate Supervisor: _____ Title: _____

Dates of Employment: Start: _____ End: _____

Job Duties (briefly list all duties related to this position): _____

Reason for leaving: _____

Ending Salary; \$ _____

Employer: _____ Job Title: _____

Address: _____

Telephone: _____

Immediate Supervisor: _____ Title: _____

Dates of Employment: Start: _____ End: _____

Job Duties (briefly list all duties related to this position): _____

Reason for leaving: _____

Ending Salary; \$ _____

ADDITIONAL INFORMATION, QUALIFICATIONS, AND CERTIFICATES PERTINENT TO POSITION:

REFERENCES

Please list current information for at least three (3) and no more than five (5) references below.

NAME	TITLE	ADDRESS	PHONE (home & work)

EDUCATION HISTORY
List from most recent attendance

College/University	City, State	Area of Study	Degree	Year	GPA

Quarter Credits completed beyond: B.A. Degree _____ M.A. Degree _____

EQUAL OPPORTUNITY EMPLOYER

The Lane Deer Public Schools is committed to providing a non-discriminatory employment environment for its employees. The policy of the Lane Deer Public Schools is to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination in employment. Discrimination against

employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age, military and veteran status – when the reasonable demands of the position do not require an age, physical/mental disability, marital status, or sex distinction - is prohibited. Violations of this policy will be subject to discipline, up to and including termination. Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation and company sponsored training.

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 U.S. Department of Justice.

DRUG FREE/TOBACCO FREE POLICIES

Lame Deer Public Schools are drug free & tobacco free schools. And as such requires all employees to adhere to the specific drug free & tobacco free policies.

ACKNOWLEDGEMENT

I understand that no offer of benefits, such as, but not limited to, a pension plan, insurance, vacation, or salary rate is final until it has been fully approved by the Lame Deer Board of Education and a background check and pre-employment drug test has been successfully completed. Further, I have read and understand the above policies of employment. If employed by the school district, I agree to abide by these policies of employment.

Applicant Signature

Date

AFFIRMATIVE ACTION INFORMATION

**Lame Deer School District No.6
P. O. Box 96
101 W. Boundary St.
Lame Deer, MT. 59043**

Montana State law requires that employers keep records on the race and gender of applicants and employees to facilitate the enforcement of equal employment opportunity laws. This statement will be **filed separately from all of you other employment records**. As required by state law, it will be available only to the School District Human Resource Office and federal and state employment officials.

Please complete:

Name: _____

Date: _____ **Position Applied For:** _____

Please select: **Male Age:** _____ **Female Age:** _____

Check One Ethnic Group:

	ALASKA NATIVE – A person having origins in any of the original peoples of the North America and who maintains cultural identification through tribal affiliation or community recognition.
	AMERICAN INDIAN – A person having origins in any of the original peoples of North American and who maintains cultural identification through tribal affiliation or community recognition.
	ASIAN AMERICAN – A person having origins in any of the original peoples of the Indian subcontinent, the Pacific Islands, or the far East: for example, China, Japan, and Korea.
	BLACK – (not of Hispanic origin) – A person having origins in any of the Black racial groups of Africa.
	FILIPINO – A person having origins in any of the original peoples of the Philippine Islands.
	SPANISH AMERICAN – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
	WHITE – (not of Hispanic origin) – A person having origins in any of the original peoples of Europe, North America, or the Middle East.
	OTHER (please specify)

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).