

APPLICANTS:

Check all positions you are interested in applying for:

- Teacher's Aide/Paraprofessional/Sub
- Custodian/Sub
- Maintenance/Sub
- Cook/Kitchen/Sub
- Bus Monitor/Sub
- Bus Driver/ Sub

(Bus drivers NEED CDL with school bus endorsement ("S"), D. O. T. Physical, and current 1st Aid certificate>)

You MUST return the following with your completed application.

(ALL applications will be disposed of after 7 days if not returned completed.)

- 1) Copy of valid Montana Driver License/Valid Government ID
- 2) Copy of your Social Security Card – will need to see original to verify
- 3) Copy of High School Diploma or GED/College Transcripts
- 4) Completed Background Check Authorization Form

- Must pass a drug/alcohol test at time of hire.

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

CLASSIFIED EMPLOYMENT APPLICATION

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 of employment.

Applicant Signature

Date

PLEASE PRINT CLEARLY IN 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:

List your experience that qualifies you for the position:

INSTRUCTIONS & INFORMATION

Please complete all pages of the application fully and legibly. Furnishing information on the application is mandatory, unless otherwise stated. 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 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.

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 release/discharge?
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. If you are under 18 years old, can you provide proof of your eligibility to work? Yes ____ No ____
6. Have you ever applied with us before? Yes ____ No ____
7. Have you ever been employed with us before? Yes ____ No ____

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

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

If yes, their name and position:

10. Are you currently employed? Yes ____ No ____ If so, may we contact your current employer? _____
11. Are you available to work: Fulltime ___ Part-time ___ Temporary ___
12. When can you start? _____
13. Are you currently on "lay-off" status and subject to recall? Yes ____ No ____
14. Can you travel if the job requires it? Yes ____ No ____

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

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

Describe any specialized training, apprenticeships, skills, or extracurricular activities:

**Have you or are you currently serving in the U. S. Military? Yes ____ No ____

Reserves? Yes ____ No ____

If so, please describe any **job related** training received from the U. S. Military:

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)
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EQUAL OPPORTUNITY EMPLOYER

The Lame Deer Public Schools is committed to providing a non-discriminatory employment environment for its employees. The policy of the Lame 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

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 has been successfully pursued. Further, I have read and understand the above policies of employment. If employed by a participating school district, I agree to abide by these policies of employment.

Applicant Signature

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.

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

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____, who is personally known to me or who has produced _____ as identification.

.....
To be completed by NC Court Records Clerk.

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__

THE BOARD OF TRUSTEES

Classified Employment and Assignment

Each classified employee will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of section 39-2-912, MCA, after the employee has satisfied the requisite probationary period of six (6) months.* Such employees shall have no expectation of continued employment from year to year, and contracts of employment may be renewed or non-renewed during the summer of each year at the District's sole option.

The district reserves the right to change employment conditions affecting the employee's duties, assignment, supervisor, or grade.

To be considered for employment, all individuals, except paraprofessionals, applying for a classified position must submit a copy of their high school diploma or G.E.D. Paraprofessionals must submit a copy of college diploma or transcripts verifying at least two (2) years of college classes. Fees for background checks must be paid at the time the application is submitted to the personnel office.

An individual applying to serve as a substitute teacher must submit a copy of their high school diploma/G.E.D. to be considered.

The board shall determine the salary and wages for classified personnel.

As a condition of employment, all classified employees will be required to have a current Montana driver's license. Employees who have already been hired will have thirty (30) days from the date of employment to acquire their driver's license. Failure to obtain or the loss of a current Montana driver's license will result in dismissal from employment with the District.

***by statute the probationary period is six (6) months.**

***For applicants records**

LAME DEER PUBLIC SCHOOL
DISTRICT No.6
101 W. Boundary St.
P. O. Box 96
Lame Deer, MT. 59043
Phone (4036) 477-6305 Fax (406) 477-6535

MEMO

TO: All Applicants
FROM: Personnel Office
DATE: 9/1/2016
RE: Applications

Fill out the application completely. Anyone applying for a teacher's aide position must have an AA degree or at least two (2) years of college (48 credit hours) Attach copies of transcripts or degree.

Anyone applying for a substitute teacher's position must have a high school diploma or GED. Attach a copy of diploma or State Equivalency Certificate. You must have a telephone (not a message phone) where you can be readily contacted.

Failure to complete the application and submit all required documentation and fees will result in your application being placed in an "incomplete" status and you will not be considered for employment.

***For applicants records**