



BROCKTON SCHOOL DISTRICT 55-55F

Box 198
215 North 5th Street
Brockton, MT 59213

(406) 786-3311

Fax: (406) 786-3377



PROFESSIONAL EMPLOYMENT APPLICATION

INSTRUCTIONS: Type or print clearly in dark ink. You must answer all questions completely and correctly. Incomplete or unsigned applications will not be considered. Read the job announcement carefully and attach only the information requested. Applications submitted after the closing date will not be considered.

A completed application will be in our active file for one year from the date of this application. An applicant not offered employment should request us to activate the application for the second year if employment is still desired.

YOUR FILE IS COMPLETED WHEN IT CONTAINS THE FOLLOWING DOCUMENTS:

- | | Date Received |
|---|---------------|
| 1) Letter of Interest | _____ |
| 2) District Application | _____ |
| 3) Resume | _____ |
| 4) Copy of College Transcripts | _____ |
| 5) Copy of Teaching Certificate | _____ |
| 6) Please have your college placement file forwarded to the school district administration as soon as possible. | |

Name: Last	First	Middle	Social Security Number
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Present Address:	Street	City	State	Zip
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Permanent Address:	Street	City	State	Zip
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Daytime Phone: _____ Evening Phone: _____

The phone numbers listed should be where we can contact you during the application process.

List, in order of preference, the grade levels you prefer to teach, or state no preference:

1. _____ 2. _____ 3. _____

If your preference is Senior High (9-12), list subjects:

1. _____ 2. _____ 3. _____

If your training and preference is for a special service assignment (e.g., speech, school psychologist, special education), please indicate:

CERTIFICATE INFORMATION

Class	Level	Folio Number	Subject Endorsements	Date Issued	Date of Expiration

Number of semester hours in Major _____ in Minor _____

Do you hold a valid Montana teaching certificate? _____ Yes _____ No

What kind of certificate are you eligible for? _____ Elementary _____ Secondary. You must be eligible for a Montana Certificate to be considered for a teaching contract in this district.

Extracurricular Activities you would be interested in supervising? (Circle if your experience includes head coaching/lead experience.)

Speech Cheerleading Basketball Football
 Track Cross Country Golf Volleyball

What are your hobbies or avocations? _____

EDUCATIONAL TRAINING

Full information and dates are required

NAME & LOCATION OF SCHOOL	COMPLETED DEGREE OR DIPLOMA	DATE OF GRADUATION	DATES		MAJOR	MINOR	TOTAL CREDIT HRS. BEYOND BACHELOR'S DEGREE
			TO	FROM			

GRADUATE WORK

College transcripts are required as part of the application process.

EDUCATIONAL EMPLOYMENT EXPERIENCE

Includes teaching, substitute teaching, counseling, and other contractual services.

Please include student teaching if you have no certified experience.

DATES TO FROM	Name of School or College	Location	Grades or subjects taught	Supervisor Name & Number	Number of Years	Reason for leaving

OTHER EMPLOYMENT EXPERIENCE

Include work experience and military service.

DATES TO FROM	Name of School or College	Location	Grades or subjects taught	Supervisor Name & Number	Number of Years	Reason for leaving

REFERENCES

Give three references. Include (most recent) supervisors under whom you have worked, who have first-hand knowledge of your character and professional skills.

Name	Address	Home Phone	Work Phone	Official Position

PROFESSIONAL CONDUCT

1. Since you are applying for a position that involves working with children, please complete the following:
Have you ever been convicted of any offense that involves any form of violence, such as assault, rape, child abuse, child molesting, contributing to delinquency of minors, extortion, blackmail, coercion or any crime which involves drugs: _____ If yes, please explain the nature of the offense, place and date: _____

2. Since you are applying for a position that involves handling money or school district property, please complete the following:
Have you ever been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail or coercion? _____ If yes, please explain the nature of the offense, place and date: _____

3. Have you ever had a diploma, credential or license denied, revoked or suspended? _____ If yes, explain fully. _____

4. Have you ever failed or refused to fulfill an agreement of employment entered into by you with any public agency? _____ If yes, explain fully. _____

5. Have you ever been dismissed from any public position for immoral or unprofessional conduct, or for unfitness for service? _____ If yes, explain fully. _____

6. Have you ever been dismissed from any public position for persistent defiance of, or refusal to obey the laws and regulations of the institution or agency? _____ If yes, explain fully. _____

7. Have you ever been convicted of a felony? _____ If yes, explain fully. _____

8. Are you eligible/authorized to work full time in the United States? This does not include practical training. (If hired, you will be required to provide proof of U.S. citizenship or alien identification documents entitling you to work.) _____ Yes _____ No

IMPORTANT

Applications will **NOT** be considered unless all information on the application form is completed and all required information is on file.

By policy of Brockton School District 55-55F, your name will be submitted to the Montana ID Bureau for a record check.

The Brockton School District is an Equal Opportunity Employer whose policy it is to follow fair practices in employment, services and treatment of all persons without regard to race, creed, sex, age, national origin or handicap.

I hereby authorize the Brockton School District 55-55F to inquire as to my record with any and all of my references and my former and/or current employers with no liability arising therefrom. I affirm that the statements and facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature: _____ Date: _____

