

CLASSIFIED EMPLOYMENT APPLICATION

BROCKTON SCHOOL DISTRICT 55-55F

PO Box 198
Brockton, MT 59213
406 786 3195

Name (Last, First, Middle)	
Mailing Address (Address, City, State, Zip)	
E-mail Address	
Daytime Telephone	Cell Phone

The phone numbers listed should be where you can be contacted during the application process

POSITION/S YOU ARE APPLYING FOR:

1.	
2.	
3.	

WORK SCHEDULE PREFERENCE

<input type="checkbox"/>	permanent full time
<input type="checkbox"/>	part-time
<input type="checkbox"/>	temporary
<input type="checkbox"/>	day shift
<input type="checkbox"/>	evening shift
<input type="checkbox"/>	substitute

If you are applying for a substitute teacher position, please indicate the subjects in which you have strength and are willing to teach:

1.	
2.	
3.	
4.	

WORK EXPERIENCE

List your employment, with your most recent employment first. Describe your employment history, accounting for the last 4 positions held. You may include volunteer and paid experience. DO NOT substitute a resume. You may attach additional information.

Most Recent Employer:		
Position:		# Yrs In Position:
Address:		
Contact Person:	Title:	Telephone:
Years Employed: _____ TO _____		
Highest Salary: \$ _____		
Reasons for Leaving: _____		

Past Employer:		
Position:		# Yrs In Position:
Address:		
Contact Person:	Title:	Telephone:
Highest Salary: \$ _____		
Reasons for Leaving: _____		

Past Employer:		
Position:		# Yrs In Position:
Address:		
Contact Person:	Title:	Telephone:
Highest Salary: \$ _____		
Reasons for Leaving: _____		

EDUCATION

Complete information and dates are required. PLEASE ATTACH TRANSCRIPTS OR PROOF OF EDUCATION.

	NAME AND LOCATION OF SCHOOL/UNIVERSITY	Degree or Diploma	Date of Graduation
High School			
College/University			
Vocational/Professional			

REFERENCES

Also, please list three references below. Give as references persons who are qualified to attest to your ability and character for the position you seek.

Name and Title	Name of Business or School	E-mail Address and Phone Number (Home and Work)

SPECIAL QUALIFICATIONS

What special work experience, training, or other qualifications do you have which you feel will make you successful in the job you are seeking?

PROFESSIONAL DATA

Are you working at the present time?	
Work phone number	
May we contact your current employer?	
If no, please explain.	
When would you be available to begin work?	
Please list professional licenses or certificates.	
Name and location of issuing agency.	
Do you hold a valid Driver's License?	

Please answer the following questions:

1. Do you have the legal right to work in the United States?

Yes No

2. Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying?
(A job description will be provided as requested.)

Yes No

3. 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 the delinquency of minors, extortion, blackmail, coercion or any crime which involves drugs? Yes No

If you answered yes, please explain the nature of the offense, place and date.

4. 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? Yes No

If you answered yes, please explain the nature of the offense, place and date.

5. Have you ever been convicted of a felony? Yes No

If you answered yes, please explain the nature of the offense, place and date.

6. Have you ever had a diploma, credential or license denied, revoked or suspended? Yes No

If you answered yes, please explain the nature of the offense, place and date.

7. Have you ever failed or refused to fulfill an agreement of employment entered into by you with any public agency?

Yes No

If you answered yes, please explain the nature of the offense, place and date.

8. Have you ever been dismissed from any public position for immoral or unprofessional conduct, or for unfitness for service? Yes No

If you answered yes, please explain fully.

9. Have you ever been dismissed from any public position for persistent defiance of, or refusal to obey the laws and regulations of an institution or agency? Yes No

If you answered yes, please explain fully.

Equal Opportunity Employer

Each participating school district prohibits discrimination against or harassment of any person employed by or seeking employment with the school district because of race, religion, color, sex, national origin or because of age, physical or mental disability, or genetic information, when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or gender distinction. People of disability may request reasonable accommodation in the hiring process by contacting the school district personnel office.

Drug Free/Tobacco Free Policies

The school district is a drug free, tobacco free school and, as such, requires all employees to adhere to specific drug free, tobacco free policies.

Application Authorization & Certifications

Applications will NOT be considered unless all information on the application form is completed and all required information is on file. You must submit:

- Completed Application
- Letter of Interest
- Resumé (optional)
- Two letters of recommendation
- High school and/or college transcript/s
- Applicant Rights and Consent to Fingerprint & NCPA/VCA Applicants
- Affirmative Action Report

By policy of Brockton School District 55-55F, your name will be submitted to the Montana Department of Justice for fingerprint background check.

I HEREBY AUTHORIZE 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 certify that all statements and information provided within this application and its attachments, if any, are true and complete. I understand that omission or misrepresentation of a material fact, or altering this application form, may result in refusal of my application by the District, nullification of a possible offer of employment or termination from employment should the District make an offer of employment to me and later discover any such omission or misrepresentation. By signing below, I agree that any misrepresentation, omission of information or alteration of this application form constitutes good cause for termination from employment should the District make an offer of employment to me and later discover such omission or misrepresentation.

Signature

Date

AFFIRMATIVE ACTION REPORT

Title VII of the US Civil Rights Act requires employers to "make and keep records relevant to the determination of whether unlawful practices have been or are being committed". This is also a requirement of the Montana Human Rights Act. The following survey helps to fulfill these requirements.

This applicant survey will be separated from your application. The survey information will be kept confidential, used only for computerized statistical reports and other lawful uses. Analysis of the information you and others provide will be used to monitor recruitment and selection practices of the employer.

Name		Social Security #
Address		Date
Job applied for:	Title	
	Location	

How did you first learn of this position?

- newspaper
 friend
 Job Service
 community organization
 Internet
 other

Sex: male female

date of birth _____

<input type="checkbox"/> yes <input type="checkbox"/> no	Vietnam Veteran (service between 8 1 64 – 5 1 75)
<input type="checkbox"/> yes <input type="checkbox"/> no	Disabled Veteran (recognized by Veteran's Administration)
<input type="checkbox"/> yes <input type="checkbox"/> no	Handicapped/disabled (any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities) Please specify:

Please check **one** box that best describes your race/ethnicity.

<input type="checkbox"/>	WHITE (not of Hispanic origin) A person having origins in any of the original peoples of Europe, North Africa or the Middle East
<input type="checkbox"/>	BLACK (not of Hispanic origin) A person having origins in one of the black racial groups of Africa
<input type="checkbox"/>	SPANISH (Hispanic) A person having origins in Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures, regardless of race
<input type="checkbox"/>	ASIAN OR PACIFIC ISLANDER A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Island
<input type="checkbox"/>	AMERICAN INDIAN or ALASKAN NATIVE A person having origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition

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