

An Equal Opportunity Employer Date Received: \_\_\_\_\_

## JORDAN PUBLIC SCHOOLS CERTIFIED STAFF APPLICATION

324 Marguerite Ave., PO Box 409

Jordan, MT 59337

406.557.2259

1. **Full Name:** \_\_\_\_\_  
(Last) (First) (Middle)

2. **Address:** \_\_\_\_\_

3. **Phone Number:** \_\_\_\_\_ 4. **E-mail Address:** \_\_\_\_\_

5. **Certification:** Do you currently hold a valid Montana Teaching Certificate?

Yes \_\_\_\_\_ No \_\_\_\_\_ **Folio Number:** \_\_\_\_\_

### 6. **Employment Experience:**

\_\_\_\_\_  
Employer Position Supervisor Phone Number Years of Service

\_\_\_\_\_  
Employer Position Supervisor Phone Number Years of Service

### 7. **Education:**

\_\_\_\_\_  
Accredited College Major Degree Graduation Date

\_\_\_\_\_  
Accredited College Major Degree Graduation Date

8. **References:** Please list any references who can provide information about your professional capabilities other than relatives:

Name Title Present Address and Phone

1.

2.

3.

4.

5.

9. Authorization to contact references and previous employers:

I authorize personal contact with the following sources to discuss my professional qualifications:

1. References Yes \_\_\_\_\_ No \_\_\_\_\_
2. Trustees Yes \_\_\_\_\_ No \_\_\_\_\_
3. Community Members Yes \_\_\_\_\_ No \_\_\_\_\_
4. Professional Staff Yes \_\_\_\_\_ No \_\_\_\_\_
5. Law Enforcement Yes \_\_\_\_\_ No \_\_\_\_\_

10. Are you able with or without reasonable accommodations to perform the functions of the job for which you are applying (please see job description). Yes \_\_\_\_\_ No \_\_\_\_\_

11. If you are the successful candidate, when will you be available to start?\_

12. Have you ever been released or discharged from employment or resigned to avoid such release or discharge? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

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13. Are you claiming Veteran's Preference? Yes \_\_\_\_\_ No \_\_\_\_\_

14. I hereby certify that (check the applicable box and provide the information requested):

☐ I have not pleaded guilty to or have been convicted of any violation of criminal law, including criminal convictions resulting from a deferred sentence or a plea of nolo contendere/ no contest (minor traffic offenses excepted).

☐ I have pleaded guilty to or have been convicted of at least one violation of criminal law. Please attach and sign a complete description of the circumstances surrounding such conviction. (This may not necessarily disqualify a person from consideration from employment.)

15. Supplemental Information:

**Jordan Public Schools does not discriminate on the basis of race, religion, gender, age national origin, disability, or marital status.**

**I verify that all information placed on this application is true and factual and acknowledge falsification will constitute “Just Cause” for immediate termination of employment.**

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Required application materials include:

1. Resume
2. Three letters of recommendation
3. College Transcripts
4. Copy of Montana Educator License (if currently licensed)

Application materials may be submitted in person, by mail, fax, or email.

Successful candidates will be required to complete a Criminal Background fingerprint check.