

District Use Only

Classified

Date Completed Application Received _____

Background Check: Form received _____ Date requested _____ Date received _____

Hiring personnel review record -- please initial and date when reviewed:

Initial _____ Date _____ Initial _____ Date _____

Jordan Public Schools
P.O. Box 409, 324 Marguerite Street
Jordan, MT 59337
Montana Joint Application for Classified Employment

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 from employment.

Applicant Signature

Date

PLEASE TYPE OR PRINT CLEARLY USING A PEN

Name : _____ SSN _____

Address: _____

Previous Name/s: _____

Home Phone No: _____ Cell Phone : _____

Instructions and Information

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

*	An application may be submitted in person, by mail, or by fax. Applications must be received by the final filing date. Postmarks are not accepted.
*	Photocopies may be submitted in place of an original application.
*	Applications and supporting materials will not be returned.
*	Jordan Public Schools require final candidates to be background checked and fingerprinted.
*	Finalist candidates will be contacted by the district.

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? Yes ☐ No ☐

3. Have you ever been released or discharged from employment or resigned to avoid such release or discharge? Yes ☐ No ☐

If yes, please explain; include date of discharge or resignation and reason for discharge or resignation:

4. 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 for employment)

REFERENCES

Please list current information for at least three references below

Name	Title	Address	Phone (home and work)
1.			
2.			
3.			

Education History

List from most recent to least recent attendance

High School	Location			Year Graduated	GPA
1.					
University/College	Location	Subject	Degree	Year	GPA
1.					
2.					

Employment Record

List your present or most recent employer. Describe your employment history, accounting for all at least the last 15 years. You may include volunteer and paid experience. DO NOT substitute a resume. You may attach additional information.

Do you wish to be notified before we contact your current or previous employers? Yes ____ NO ____

Employer: _____	Your Job Title: _____
Address: _____	
Immediate Supervisor and Title: _____	
Telephone: _____	Employment Dates from _____ to _____
Job Duties: (brief statement – be sure to list all duties related to this position): _____	

Reason(s) for Leaving: _____	
Salary _____	

Employer: _____	Your Job Title: _____
Address: _____	
Immediate Supervisor and Title: _____	
Telephone: _____	Employment Dates from _____ to _____
Job Duties: (brief statement – be sure to list all duties related to this position): _____	

Reason(s) for Leaving: _____	
Salary _____	

Employer: _____ Your Job Title: _____

Address: _____

Immediate Supervisor and Title: _____

Telephone: _____ Employment Dates from _____ to _____

Job Duties: (brief statement – be sure to list all duties related to this position): _____

Reason(s) for Leaving: _____

Salary _____

Equal Opportunity Employer

Jordan Public Schools does not discriminate against individuals employed by or seeking employment with the school district because of race, creed, religion, color, political affiliation or national origin or because of age, physical or mental disability, marital status, or gender 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 accommodations in the hiring process by contacting the school district personnel office.

Proof Employability, TB Test (Paid by Applicant)

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.

Similarly, a selected applicant must provide verification of having received a tuberculin (TB) test within the past year. Verification must include the date of the test, the results of the test, and the signature of the person who conducted the test. It is policy to require verification of a TB test from any candidate chosen for employment and to require submitted documentation of the results of a tuberculin (TB) test within seven (7) days of employment.

Authorization to Release Employment Records

If employed by Jordan Public Schools, the applicant authorizes the school district to supply his/her employment record at the school district's sole discretion, in whole or part, to any prospective employer, government agency, or other party, when the school district's interest is deemed appropriate.

Drug Free/Tobacco Free Policies

Jordan Public Schools is drug free, tobacco free and, as such, requires all employees to adhere to specific drug free, tobacco free policies and Montana Law.

Acknowledgment

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 reviewed by the Clerk/Business Manager, and fully approved by the Board or authorized representative. Further, I have read and understand the above policies of employment.

Applicant

Date