

CERTIFIED EMPLOYMENT APPLICATION

BROCKTON SCHOOL DISTRICT 55-55F

PO Box 198
Brockton, MT 59213
406 786 3195

NAME _____
Last First Middle Initial
PRESENT ADDRESS _____
Street City State Zip
PERMANENT ADDRESS _____
Street City State Zip
E-MAIL ADDRESS _____
DAYTIME PHONE _____ CELL PHONE _____

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

List, in order of preference, the grade levels you prefer to teach.

1. _____ 2. _____ 3. _____

If your preference is junior high school (7-8) or senior high school (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

You must be eligible for a Montana certificate to be considered for a teaching contract in this district.

Class	Level	Folio Number	Subject Endorsement	Issue Date	Expiration Date

Number of semester credits in: Major _____ Minor _____
Do you hold a valid MT teaching certificate? Yes _____ No _____
What kind of certificate are you eligible for? Elementary _____ Secondary _____

What extracurricular/co-curricular activities would you be qualified for and would you accept as an assignment for which extra pay is given?

_____ Speech _____ Drama _____ Basketball _____ Football _____
_____ Track _____ Cross Country _____ Wrestling _____ Tennis _____
_____ Golf _____ Intramurals _____ Volleyball _____ Student Council _____
_____ Cheerleading _____ Pep Club _____ Other (explain) _____

What are your hobbies or leisure activity interests? _____

EDUCATION

Full information and dates are required. Copies of college transcripts are required as part of the application process.

School	Name/location of school	Completed degree or diploma	Date of graduation	Dates of attendance From To	Major	Minor
College/University						
Graduate School						
Other Schools						

PRACTICE TEACHING EXPERIENCE

Do not write "see résumé." Persons with three years or more teaching experience need not complete this section.

City and school in which practice teaching was done	Name of supervising teacher	Address of supervising teacher	Grades or subjects taught	Dates		# of months	Hrs per wk
				From	To		

COLLEGE SUPERVISOR(S)

Name	Address	Phone Number

TEACHING EXPERIENCE HISTORY

This information is used to determine your salary level. List most current employers first.
Accurate and complete information is required.

Employer	Address, city, state, zip and phone #	Grades or subjects taught	Dates		# of months	Hrs per wk
			From	To		
	address					
	phone #					
	address					
	phone #					
	address					
	phone #					
	address					
	phone #					
	address					
	phone #					

REFERENCES

*Give the name of the principal in each school system that you listed in your TEACHING EXPERIENCE HISTORY.
Give the name of supervisors and/or consultants who know of your teaching work experience.
Do not write "see résumé."*

NAME AND TITLE OF REFERENCE	PRESENT ADDRESS	RELATION TO YOUR WORK
		position location
	address _____	
	phone # _____	
	address _____	
	phone # _____	
	address _____	
	phone # _____	
	address _____	
	phone # _____	
	address _____	
	phone # _____	

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? _____

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 the delinquency of minors, extortion, blackmail, coercion or any crime which involves drugs?

Yes No 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?

Yes No 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?

Yes No If yes, please explain fully. _____

4. Have you ever failed or refused to fulfill an agreement of employment entered into by you with any public agency?
 Yes No If yes, please explain fully _____

5. Have you ever been dismissed from any public position for immoral or unprofessional conduct, or for unfitness for service?
 Yes No If yes, please 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?
 Yes No If yes, please explain fully _____

7. Have you ever been convicted of a felony?
 Yes No If yes, please explain fully _____

IMPORTANT -- PLEASE NOTE

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

- letter of application
- completed application form
- completed affirmative action report
- résumé
- copy of your teaching certificate or license/s
- three letters of recommendation
- official college transcript/s

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

Brockton School District 55-55F is an Equal Opportunity Employer whose policy is to follow fair practices in employment, services and treatment to all persons without regard to race, creed, sex, age, national origin or handicap.

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 affirm that the statements and facts set forth in my application for employment are true and complete. I understand that if employed, false statement on this application shall be considered sufficient cause for dismissal.

Signature _____ Date _____

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

- Yes No

Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying?

- Yes No