

District Use Only

Date Completed Application Received _____

App. Ltr ___ Resume _____ Transcripts ___ Certificate ___ Plcmt File ___ Statement ___ Other _____

Background Check: Form received _____ Date Requested _____ Date received _____

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

Initial ___ Date ___ Initial ___ Date ___ Initial ___ Date ___ Initial ___ Date ___ Initial ___ Date ___
Initial ___ Date ___ Initial ___ Date ___ Initial ___ Date ___ Initial ___ Date ___ Initial ___ Date ___

Park City Schools Application for Certified Teaching 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: _____
Last First Middle Social Security Number

Address: _____
Street City State Zip

Previous Name(s): _____ Home Phone No: _____

Other Phone No: _____

Specific position for which you are applying: _____

Other positions in which you are interested or for which you qualify: _____

Do you hold a valid Montana Certificate? _____ Folio # _____ Class _____ Level _____

Grades Covered by your certificate: K-8 _____ 5-12 _____ 7-12 _____ K-12 _____

Expiration Date: _____

(If applicable)

Major area of preparation/endorsements: _____

Minor area of preparation/endorsements: _____

(Special Ed.) Do you hold a Montana License _____ License number _____ Expiration date _____

AUTHORIZATION TO RELEASE INFORMATION

5122F

I, _____, am seeking employment with the Park City School District (“District”). I acknowledge that a complete investigation into my background is necessary to protect the safety and welfare of the children in the District. I hereby expressly and voluntarily give the District the right to make a thorough investigation of my past employment, education and activities. I specifically authorize the release of any and all information of a confidential or privileged nature, including confidential criminal justice information as defined in Section 44-5-103(3), and 41-3-205(3) (0) MCA, to the staff of the District and its agents. I Understand that the District reserves the right to use any lawful method of investigation that, in its sole discretion, it deems reasonable and necessary.

I hereby release the District and any organization, company, institution, or person furnishing information to the District and its agents as expressly authorized above, from any liability for damage which may result from any dissemination of the information requested subject to the provision of Title 44, Chapter 5, Part 3, and Title 41, Chapter 3, MCA.

This document is effective until revoked in writing by me.

Signature: _____ Date: _____

PRINT FULL NAME: _____

PRINT FULL ADDRESS: _____

_____ City State Zip

BIRTH DATE: _____ SOCIAL SECURITY NUMBER: _____

STATE OF MONTANA)
)
) :ss.
County of _____)

On this _____ day of _____, 20____, before me, a notary public of the State of Montana, personally appeared _____, known to me to be the person named in the foregoing Release, and acknowledged to me that _____ executed the same as _____ free act and deed, for the uses and purpose therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notary seal the day and year in this certificate first above written.

Notary Public, State of Montana
County of _____
My commission expires: _____

Quarter Credits completed beyond: B.A. Degree _____
M.A. Degree _____

Instructions and Information

Please complete all pages of the application fully and legibly. Furnishing information on the application is mandatory, unless otherwise stated. **Park City School District may require additional information from its applicants. Please contact the school district for any specific additional information needs.**

- *In addition to the completed and signed Application*, please provide the following additional information:
 1. A letter of application specifying the applied-for position.
 2. Professional resume which includes academic preparation, experience and other specifically related qualifications
 3. Copies of transcripts of all college or university credits to date (official transcripts required upon hire)
 4. College placement file/papers and/or letters of recommendation (minimum of three)
 5. Evidence of Montana certification/licensure

- 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.

- Park City School District will keep a *complete* application file for one year, but requires a letter of application for a specific position requesting reactivation during that time.

- Park City School District requires final candidates to be background checked.

- Finalist candidates will be contacted by the district.

Please answer the following questions:

1. Do you have the legal right to accept 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 been convicted of any violation of criminal law, including criminal convictions resulting from a deferred sentence or a plea of nolo contendere (minor traffic offenses excepted).
_____ I have pleaded guilty to or 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)

AFFIRMATIVE ACTION INFORMATION

State law requires that employers keep records on the race and sex of applicants and employees to facilitate the enforcement of equal employment opportunity laws. This statement will be filed separately from all of your employment records. As required by state law, it will be available only to the school district personnel department and federal/state employment enforcement officers.

Complete the following information and return it with your completed application to the school district office.

NAME: _____

Date: _____

Sex: ___ Male ___ Female

Age: _____

Position applied for: _____

ETHNIC GROUP

Check one of the following:

___ ALASKA NATIVE – A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

___ AMERICAN INDIAN – A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

___ ASIAN AMERICAN – A person having origins in any of the original people of the Indian Subcontinent, the Pacific Islands, or the Far East; for example, China, Japan, Korea.

___ BLACK – (Not of Hispanic origin) – A person having origins in any of the Black racial groups of Africa.

___ FILIPINO – A person having origins in any of the original peoples of the Philippine Islands.

___ SPANISH AMERICAN – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

___ WHITE – (Not of Hispanic origin) – A person having origins in any of the original peoples of Europe, North America, or the Middle East.

___ OTHER – Specify _____.

Equal Opportunity Employer

Park City School District prohibits discrimination against or harassment of any person 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 sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction. People of disability may request reasonable accommodation in the hiring process by contacting the school district personnel office.

Proof of Employability, TB Test

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. 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 test within seven (7) days of employment.

Authorization to Release Employment Records

If employed by Park City School District, 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

Park City School District is a drug free, tobacco free school and, as such, require all employees to adhere to specific drug free, tobacco free policies.

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, and fully approved by the (superintendent/board) or designated authorized representative. Further, I have read and understand the above policies of employment. If employed by Park City School District, I agree to abide by these policies of employment.

Applicant

Date