

ANACONDA PUBLIC SCHOOLS
Dr. Justin Barnes, Superintendent
1410 West Park Avenue
Anaconda, Montana 59711
Tel: (406) 563-6361 Ext 1602 Fax (406) 563-7763

APPLICATION FOR EMPLOYMENT – ADMINISTRATIVE POSITIONS

Applicants for positions in the Anaconda Public Schools must complete this application in its entirety. Copies of certificates and transcripts must be included when submitting application to the Superintendent's Office.

Position for which application is being made: _____

PERSONAL INFORMATION

NAME _____
Last First Middle

Current Address _____
City State Zip

Contact Number _____ Alternate Number _____ Email Address _____

If there are any job duties you cannot perform without reasonable accommodation because of a physical, mental, or medical disability, please describe:

Have you ever been convicted for violation(s) of the law, other than minor traffic violations?

Yes _____ No _____ If yes, please explain:

Have you ever been discharged or asked to resign or been rejected for tenure?

Yes _____ No _____ If yes, please explain:

Why are you leaving your present position? _____

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CERTIFICATION

	<u>Certificate(s) Held</u>	<u>Date Issued</u>	<u>Folio Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

EDUCATION

	<u>School</u>	<u>Location</u>
College/University	_____	_____
	_____	_____
	_____	_____
Other	_____	_____
List Honors and Awards Received:	_____	_____
	_____	_____
	_____	_____

Note: Official transcripts will be required to substantiate all information.

PROFESSIONAL EXPERIENCE

List experience in chronological order, beginning with current position. Please list complete and up-to-date addresses and contact numbers. Use separate sheet if necessary.

Name/Address of Employer	Date Employed From / To	Assignment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RELATED EXPERIENCE

Please list professional activities you have participated in within the last three years (student-related, curriculum development, professional growth, committee participation, offices or positions held, etc.)

Organization/Address	Date	Description

Please list any honors earned during your professional career.

TECHNOLOGY SKILLS/KNOWLEDGE

Please list any computer related course, or programs you have had training on or use daily. Explain the use. Example: Black Mountain, Microsoft Suites, etc.

PROFESSIONAL REFERENCES

Please list individuals who have direct knowledge of your professional performance. Include individuals who have held a supervisory relationship to you. List complete and up-to-date addresses and contact numbers. Do not include relatives.

Name	Address/Telephone Number	Position

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STATEMENT

Please add below any information you feel pertinent. Especially helpful might be information about your future plans and goals, previous experience not otherwise covered, special factors which you feel you would like to have taken into consideration in evaluating your application.

Please be sure that the following items are either included with your application form or are forwarded to the Superintendent's Office in order for application to be considered complete:

- Cover Letter of Application
- District Administrative Application
- Resume
- Certificate (Folio)
- Transcripts
- Three (3) **Current** Letters of Recommendation
- Question sheet must be filled and attached. This is on the web site.

AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize Anaconda Public Schools to make such investigations and inquiries of my personal employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release all employers, schools, business persons, and others from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s), whenever discovered, may result in discharge. I understand that I am required to abide by all rules and regulations of the Anaconda Public Schools.

Signature of Applicant

Printed Name

Date