



# Roundup Public Schools

School District No. 55 and 55-H  
12 Main Street  
Roundup, Montana 59072

## Acknowledgment and Agreement Form

By signing below, I agree that 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.

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, and fully approved by the board of trustees or designated authorized representative. Further, I have read and understand the policies of employment outlined below:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Equal Opportunity Employer

Roundup Public Schools prohibit 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 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 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 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 Roundup 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

Roundup Public Schools are drug free, tobacco free schools and, as such, require all employees to adhere to specific drug free, tobacco free policies.

### Acknowledgment

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Applicant Date

### Affirmative Action Information

Providing this information is strictly on a voluntary basis. 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 other 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.

Date: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Ethnic Group: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_