

# CLASSIFIED EMPLOYMENT APPLICATION

## WOLF POINT SCHOOL DISTRICT #45-45A

220 4<sup>th</sup> Avenue South

Wolf Point, MT 59201

406 653 2361

Name (last, first, middle)

SS#

Present Address

Daytime Telephone

Evening Telephone

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

## POSITION/S FOR WHICH YOU ARE APPLYING:

1.	
2.	
3.	

## DEPARTMENT

Southside School	K-3
Northside School	4-6
Junior High School	7-8
Senior High School	9-12
District Office	

## WORK SCHEDULE

permanent full time
part-time
temporary
day shift
evening shift
substitute

If you are applying for a substitute teacher position, please indicate the subjects in which you have strength and are willing to teach:

1.	
2.	
3.	
4.	

## EDUCATION

Complete information and dates are required. **PLEASE ATTACH TRANSCRIPTS OR PROOF OF EDUCATION.**

	NAME AND LOCATION OF SCHOOL/UNIVERSITY	Completed Degree or Diploma	Date of Graduation	Major and Minor Fields
High School				
College/University				
Vocational/Professional				

## WORK EXPERIENCE

### CURRENT EMPLOYER

Please fill out this section in its entirety—do not reference your resumé

Name:	Supervisor:
Address:	Phone:
Dates of employment:	Current salary:
Duties:	

### FORMER EMPLOYERS

Begin with most recent position. Attach additional sheets if necessary.

1.

Name:	Supervisor:
Address:	Phone:
Dates of employment: From:	To:
Job title:	
Duties:	
Reason for leaving:	

2.

Name:	Supervisor:
Address:	Phone:
Dates of employment: From:	To:
Job title:	
Duties:	
Reason for leaving:	

3.

Name:	Supervisor:
Address:	Phone:
Dates of employment: From:	To:
Job title:	
Duties:	
Reason for leaving:	

## SKILLS

Please indicate training and experience in months.

SKILL	TRAINING	EXPERIENCE
adding machine		
dictaphone		
computers		
word processing - wpm		

SKILL	TRAINING	EXPERIENCE
spread sheets		
Windows 95/98/NT		
networking		
shorthand—wpm		

SKILL	TRAINING	EXPERIENCE
accounting		
payroll/claims		
secretarial		
bus driving		
custodial		

SKILL	TRAINING	EXPERIENCE
food service		
classroom experience		
other:		

**SPECIAL QUALIFICATIONS**

What special work experience, training, or other qualifications do you have which you feel will make you successful in the job you are seeking?

**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?	
Please list professional licenses or certificates.	
Name and location of issuing agency.	
Do you hold a valid ST or MT teaching certificate?	
If so, please list folio number.	
Certificate expiration date	
Certificate class and level	
Certificate endorsements	
Are you claiming Veteran's Preference under MCA 39-29-101 et seq.?	
Branch of service	
Dates of service	
Military duties	

**REFERENCES**

Please provide two letters of recommendation with your application materials. Also, please list three references below. Give as references persons who are qualified to attest to your ability and character for the position you seek. **Do not use relatives as references and do not write "REFER TO RESUME."**

Name and Title of Reference	Name of Business or School	Address and Telephone Number

**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,