CLASSIFIED EMPLOYMENT APPLICATION

WOLF POINT SCHOOL DISTRICT #45-45A
220 4th 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

<table>
<thead>
<tr>
<th>Department</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southside School</td>
<td>K-3</td>
</tr>
<tr>
<td>Northside School</td>
<td>4-6</td>
</tr>
<tr>
<td>Junior High School</td>
<td>7-8</td>
</tr>
<tr>
<td>Senior High School</td>
<td>9-12</td>
</tr>
<tr>
<td>District Office</td>
<td></td>
</tr>
</tbody>
</table>

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.**

<table>
<thead>
<tr>
<th>NAME AND LOCATION OF SCHOOL/UNIVERSITY</th>
<th>Completed Degree or Diploma</th>
<th>Date of Graduation</th>
<th>Major and Minor Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College/University</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocational/Professional</td>
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<td></td>
</tr>
</tbody>
</table>

**WORK EXPERIENCE**

**CURRENT EMPLOYER**

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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Dates of employment: From:</td>
<td>To:</td>
</tr>
<tr>
<td>Job title:</td>
<td></td>
</tr>
<tr>
<td>Duties:</td>
<td></td>
</tr>
<tr>
<td>Current salary:</td>
<td></td>
</tr>
</tbody>
</table>

**FORMER EMPLOYERS**

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

1.  

<table>
<thead>
<tr>
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<th>Supervisor:</th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Phone:</td>
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<tr>
<td>Dates of employment: From:</td>
<td>To:</td>
</tr>
<tr>
<td>Job title:</td>
<td></td>
</tr>
<tr>
<td>Duties:</td>
<td></td>
</tr>
<tr>
<td>Reason for leaving:</td>
<td></td>
</tr>
</tbody>
</table>

2.  

<table>
<thead>
<tr>
<th>Name:</th>
<th>Supervisor:</th>
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<tr>
<td>Address:</td>
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<td>Duties:</td>
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<td>Reason for leaving:</td>
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<td>Duties:</td>
<td></td>
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<tr>
<td>Reason for leaving:</td>
<td></td>
</tr>
</tbody>
</table>

**SKILLS**

Please indicate training and experience in months.

<table>
<thead>
<tr>
<th>SKILL</th>
<th>TRAINING EXPERIENCE</th>
<th>SKILL</th>
<th>TRAINING EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>adding machine</td>
<td></td>
<td>spread sheets</td>
<td></td>
</tr>
<tr>
<td>dictaphone</td>
<td></td>
<td>Windows 95/98/NT</td>
<td></td>
</tr>
<tr>
<td>computers</td>
<td></td>
<td>networking</td>
<td></td>
</tr>
<tr>
<td>word processing - wpm</td>
<td></td>
<td>shorthand—wpm</td>
<td></td>
</tr>
</tbody>
</table>
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 of 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."

<table>
<thead>
<tr>
<th>Name and Title of Reference</th>
<th>Name of Business or School</th>
<th>Address and Telephone Number</th>
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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 you answered 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 you answered yes, please explain the nature of the offense, place and date.

3. Have you ever been convicted of a felony? Yes □  No □
If you answered yes, please explain the nature of the offense, place and date.

4. Have you ever had a diploma, credential or license denied, revoked or suspended? Yes □  No □
If you answered yes, please explain the nature of the offense, place and date.

5. Have you ever failed or refused to fulfill an agreement of employment entered into by you with any public agency? Yes □  No □
If you answered yes, please explain the nature of the offense, place and date.

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

7. Have you ever been dismissed from any public position for persistent defiance of, or refusal to obey the laws and regulations of an institution or agency? Yes □  No □
If you answered yes, please explain fully.

IMPORTANT
Applications will NOT be considered unless all information on the application form is completed and all required information is on file. You must submit a letter of application, résumé, two letters of recommendation, copies of your licenses or certificates, high school and/or college transcript/s and an autobiography of your work experience. By policy of Wolf Point School District #45-45A, your name will be submitted to the Montana Department of Justice for a record check.

I HEREBY AUTHORIZE Wolf Point School District #45-45A 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 statements on this application shall be considered sufficient cause for dismissal.

__________________________________________  ____________________________
Signature                                      Date
Title VII of the US Civil Rights Act requires employers to "make and keep records relevant to the determination of whether unlawful practices have been or are being committed." This is also a requirement of the Montana Human Rights Act. The following survey helps to fulfill these requirements.

This applicant survey will be separated from your application. The survey information will be kept confidential, used only for computerized statistical reports and other lawful uses. Analysis of the information you and others provide will be used to monitor recruitment and selection practices of the employer.

Name ___________________________ Social Security # ___________________________
Address ___________________________ Date ___________________________
Job applied for: Title ___________________________ Location ___________________________

How did you first learn of this position?

☐ newspaper
☐ Job Service
☐ community organization
☐ other

Sex: ☐ male ☐ female date of birth ___________________________

☐ yes ☐ no Vietnam Veteran (service between 8/1/64 – 5/1/75)
☐ yes ☐ no Disabled Veteran (recognized by Veteran’s Administration)
☐ yes ☐ no Handicapped/disabled (any person who has a physical or mental impairment which substantially limits one or more of such person’s major life activities)
Please specify: ___________________________

Please check one box that best describes your race/ethnicity.

☐ WHITE (not of Hispanic origin)
A person having origins in any of the original peoples of Europe, North Africa or the Middle East

☐ BLACK (not of Hispanic origin)
A person having origins in one of the black racial groups of Africa

☐ SPANISH (Hispanic)
A person having origins in Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures, regardless of race

☐ ASIAN OR PACIFIC ISLANDER
A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Island

☐ AMERICAN INDIAN or ALASKAN NATIVE
A person having origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition

The Wolf Point School District is an Equal Opportunity Affirmative Action Employer whose policy is of fair practices in employment, services and treatment to all persons without regard to race, creed, sex, age, national origin or handicap.