

# CERTIFIED EMPLOYMENT APPLICATION

**WOLF POINT SCHOOL DISTRICT #45-45A**  
 213 6<sup>th</sup> Avenue South  
 Wolf Point, MT 59201  
 406 653 2361

NAME \_\_\_\_\_ SS# \_\_\_\_\_  
 Last First Middle Initial

PRESENT ADDRESS \_\_\_\_\_  
 Street City State Zip

PERMANENT ADDRESS \_\_\_\_\_  
 Street City State Zip

DAYTIME TELEPHONE \_\_\_\_\_ EVENING TELEPHONE \_\_\_\_\_

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

List, in order of preference, the grade levels you prefer to teach.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

If your preference is junior high school (7-8) or senior high school (9-12), list subjects.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

If your training and preference is for a special service assignment (e.g., speech, school psychologist, special education), please indicate.

\_\_\_\_\_

\_\_\_\_\_

## CERTIFICATE INFORMATION

o You must be eligible for a Montana certificate to be considered for a teaching contract in this district. o

Class	Level	Folio Number	Subject Endorsement	Issue Date	Expiration Date

Number of semester hours in: \_\_\_\_\_

Do you hold a valid MT teaching certificate? \_\_\_\_\_

What kind of certificate are you eligible for? \_\_\_\_\_

Major \_\_\_\_\_

Yes \_\_\_\_\_

Elementary \_\_\_\_\_

Minor \_\_\_\_\_

No \_\_\_\_\_

Secondary \_\_\_\_\_

What extracurricular/co-curricular activities would you be qualified for and would you accept as an assignment for which extra pay is given?

_____ Speech	_____ Drama	_____ Basketball	_____ Football
_____ Track	_____ Cross Country	_____ Wrestling	_____ Tennis
_____ Golf	_____ Intramurals	_____ Volleyball	_____ Student Council
_____ Cheerleading	_____ Pep Club	_____ Other (explain)	

What are your hobbies or avocations? \_\_\_\_\_

\_\_\_\_\_

## EDUCATION

σ Full information and dates are required. Copies of college transcripts are required as part of the application process. σ

School	Name/location of school	Completed degree or diploma	Date of graduation	Dates of attendance From                      To	Major	Minor
College/University						
Graduate School						
Other Schools						

## PRACTICE TEACHING EXPERIENCE

σ Do not write "see résumé." Persons with three years or more teaching experience need not complete this section. σ

City and school in which practice teaching was done	Name of supervising teacher	Address of supervising teacher	Grades or subjects taught	Dates		# of months	Hrs per wk
				From	To		

## COLLEGE SUPERVISOR(S)

Name	Address	Phone Number

## TEACHING EXPERIENCE HISTORY

σ This information is used to determine your salary level. List most current employers first. σ  
Accurate and complete information is required.

Employer	Address, city, state, zip and phone #	Grades or subjects taught	Dates		# of months	Hrs per wk
			From	To		
	address _____ phone # _____					
	address _____ phone # _____					
	address _____ phone # _____					
	address _____ phone # _____					
	address _____ phone # _____					

## REFERENCES

Give the name of the principal in each school system that you listed in your TEACHING EXPERIENCE HISTORY.  
 Give the name of supervisors and/or consultants who know of your teaching work experience.  
 Do not write "see résumé."

NAME AND TITLE OF REFERENCE	PRESENT ADDRESS	RELATION TO YOUR WORK
		position <span style="float: right;">location</span>
	address _____	
	phone # _____	
	address _____	
	phone # _____	
	address _____	
	phone # _____	
	address _____	
	phone # _____	
	address _____	
	phone # _____	

Please forward your college placement file to the school district administration office as soon as possible.

## 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? \_\_\_\_\_

Are you claiming Veteran's Preference under MCA 39-29-101 through 39-29-112? \_\_\_\_\_ Yes \_\_\_\_\_ No

Branch of service \_\_\_\_\_ Dates of service \_\_\_\_\_

Military duties \_\_\_\_\_

## 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 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 yes, please explain the nature of the offense, place and date: \_\_\_\_\_