

APPLICATION FOR CERTIFIED TEACHER

Hill County Rural Schools
County Superintendent Office 406-265-5481 ext. 2312
Cottonwood School District # 57 406-265-6970
Davey School District # 12 406-265-6970
Gilford Colony District # 89 406-390-3223

Vicki Proctor, Superintendent
e-mail – proctorv@hillcounty.us

Serena Dawson, Davey School Clerk
e-mail - daveyclerk12@gmail.com

Serena Dawson, Cottonwood School Clerk
e-mail – cottonwoodclerk@gmail.com

Jessi Stevenson, Gilford Colony Elem School Clerk
e-mail – darrens@itstriangle.com

*HILL COUNTY RURAL SCHOOL DISTRICTS ARE AN EQUAL OPPORTUNITY EMPLOYER THAT ENCOURAGES APPLICATIONS FROM ALL PERSONS REGARDLESS OF RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY.

Position applied for _____ Date: _____

Name _____
Last First Middle

Present Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

Telephone Number (H) _____ (W) _____ Social Security # _____

CERTIFICATION:

List all areas in which you hold a valid Montana Teaching Certificate and/or out-of-state teaching certificates.

AREA OF CERTIFICATION	ISSUING STATE	EXPIRATION DATE

EDUCATION:

DATE	NAME & ADDRESS OF INSTITUTION	MAJOR	MINOR	YEAR GRADUATED	DEGREE

STUDENT TEACHING: Beginning teachers only.

Where: _____

When: _____

Subjects taught and grade level: _____

PROFESSIONAL EXPERIENCE: Present or most recent first.

DATES FROM/TO		NAME OF EMPLOYER	ADDRESS, CITY, STATE & ZIP CODE	POSITION
May we contact?		TELEPHONE:		
EXTRA-CURRICULAR ACTIVITIES:				
DATES FROM/TO		NAME OF EMPLOYER	ADDRESS, CITY, STATE & ZIP CODE	POSITION
May we contact?		TELEPHONE:		
EXTRA-CURRICULAR ACTIVITIES:				
DATES FROM/TO		NAME OF EMPLOYER	ADDRESS, CITY, STATE & ZIP CODE	POSITION
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EXTRA-CURRICULAR ACTIVITIES:				
DATES FROM/TO		NAME OF EMPLOYER	ADDRESS, CITY, STATE & ZIP CODE	POSITION
May we contact?		TELEPHONE:		
EXTRA-CURRICULAR ACTIVITIES:				

REFERENCES: References should include superintendents, principals, or other work related persons who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent or principal of the two most recent schools in which employed.

NAME	POSITION	ADDRESS, CITY, STATE & ZIP CODE
	TELEPHONE	
NAME	POSITION	ADDRESS, CITY, STATE & ZIP CODE
	TELEPHONE	
NAME	POSITION	ADDRESS, CITY, STATE & ZIP CODE
	TELEPHONE	

OTHER QUALIFICATIONS:

Summarize any special job-related skills and qualifications from employment or other experience you feel may be helpful in considering your application. i.e. honors, awards, activities, technology skills, or professional development activities.

BACKGROUND CHECK:

Background Questions	YES	NO
1. Have you ever been convicted of, admitted convicting, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)?		
2. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while on charges against you or an investigation of your behavior was pending?		
3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private?		
4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer?		
If any of the above statements have been answered "yes" explain.		

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Signature of Applicant _____ Date _____

My commission expires _____

Applicant Rights and Consent to Fingerprint

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification⁸ by Gildford Colony Elementary #89 that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.⁹

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.¹⁰

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at dojitsdpublicrecords@mt.gov or 406-444-3625.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency.

Signed:

Name

Date

⁸ Written notification includes electronic notification, but excludes oral notification.

⁹ See 28 CFR 50.12(b).

¹⁰ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

NCPA/VCA Applicants

To _____:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to (write in Agency or Entity name) Gildford Colony Elementary #89 for the position of Primary Level Teacher.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act(VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

1. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
2. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
3. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.
4. The entity shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the qualified entity. The entity shall make reasonable efforts to respond to the inquiry within 15 business days.

Your Name: _____
First Middle Maiden Last

Date of Birth: _____

Address: _____
City State Zip

☐ I have been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances and outcome]:

☐ I have not been convicted of, nor am I under pending indictment for, any crimes

☐ I authorize Montana Department of Justice, Criminal Records and Identification Services Section to disseminate criminal history record information to Gildford Colony Elementary #89.

Signature of Applicant

Date

District Use Only

Date Completed Application Received _____

- ☐ **Application Letter**
- ☐ **Resume**
- ☐ **Transcripts**
- ☐ **Three (3) Letters of Reference**
- ☐ **Teaching Certification**
- ☐ **Placement File**
- ☐ **Other** _____

Background Check:

Forms received _____

Date requested _____

Date received _____

Hiring personnel review record

Initial Interview Date: _____