

SHIELDS VALLEY SCHOOL DISTRICT CERTIFIED STAFF APPLICATION

Instructions and Information

Please complete all pages of the application fully. Furnishing information on the application is mandatory unless otherwise stated. Do not complete the application by stating “see attached resume.”

- The following application material must be submitted to be considered:
 1. A completed Application Form.
 2. A cover letter.
 3. A resume.
 4. Three (3) current letters of professional reference.
 5. A copy of your current teacher certificate.
 6. A copy of all college transcripts.
- Application materials may be submitted in person, by mail, or by email.
 1. Please digitally complete, print, sign and scan to submit by email
- Applications must be received at Shields Valley School District Office by the established date and time.
- Application and supporting materials will not be returned.
- Background checks will be performed on successful applicants. The Authorization to Release Information form must be completed in full (last page). The Authorization to Release Information form and Affirmative Action Information will be kept separate and apart from the application during the screening process.
- Digital Signatures are not accepted at this time.

Submit completed applications to:

Shields Valley School District
djohnston@shieldsvalleyschools.org (Preferred method for submitting materials)
P.O. Box 131
308 Hannaford Street
Wilsall, MT 59086
(406) 578-2535

Name: _____

Full Mailing Address (including city, state and zip code): _____

Home phone: _____ Work phone: _____

Cell phone: _____ Email: _____

Do you hold a valid Teaching Certificate or meet the requirements to obtain a valid Montana Certificate? Y/N _____

Montana Endorsement(s): _____ Expiration date: _____

Other state Endorsement(s): _____ Expiration date: _____

Please answer the following questions

1. Do you have the legal right to work in the United States? Yes No
2. Are you able to (with or without) reasonable accommodation, perform the functions of the job for which you are applying? Yes No
3. Have you ever been reprimanded, disciplined, discharged, or asked to resign from employment or resigned to avoid such release or discharge? YES NO

If yes, please explain: _____

4. Have you ever been the subject of a substantiated finding of child abuse or neglect by the Montana Department of Public Health and Human Services or any other agency? YES NO

If yes, please explain: _____

5. Have you ever been placed on administrative leave pending the outcome of an investigation?

YES NO

If yes, please explain: _____

6. I hereby certify that *(check the applicable box below and provide the information requested – please note that answers to this question may not necessarily disqualify an applicant from consideration for employment. However, not answering these questions truthfully may, in the discretion of the District, disqualify you from consideration for employment, nullify a possible offer of employment or void an employment contract should the District make an offer of employment and/or hire you and later discover that these questions were answered untruthfully:*

I have not plead guilty to or been convicted of any violation of criminal law excluding minor traffic and parking offenses.

I have plead guilty to or have been convicted of at least one violation of criminal law including criminal convictions resulting from a deferred sentence or a plea of nolo contendere/no contest. Please attach and sign a complete description of the circumstances surrounding the convictions. The description does not have to include minor traffic and parking offenses.

Please include ALL convictions, even if you believe the conviction has been expunged or is off your record

EMPLOYMENT RECORD

List your employment, with your most recent employment first. Describe your employment history, accounting for the last five **consecutive** positions held. You may include volunteer and paid experience. DO NOT substitute a resume. You may attach additional information.

Most recent employer: _____

Dates of employment (including month and year): _____ to _____

Position held: _____

Full Mailing Address (including city, state, and zip code):

Direct Supervisor: _____ Title: _____

Phone: _____ Email: _____

Highest salary: \$ _____ per year

Length of present contract: _____ Expiration date: _____

Reasons for leaving/seeking other employment: _____

Do you wish to be notified before we contact your current employer(s)? Yes No

Previous Employer: _____

Dates of employment (including month and year): _____ to _____

Position held: _____

Full Mailing Address (including city, state, and zip code):

Direct Supervisor: _____ Title: _____

Phone: _____ Email: _____

Highest salary: \$ _____ per year

Length of present contract: _____ Expiration date: _____

Reasons for leaving/seeking other employment: _____

Previous Employer: _____

Dates of employment (including month and year): _____ to _____

Position held: _____

Full Mailing Address (including city, state, and zip code):

Direct Supervisor: _____ Title: _____

Phone: _____ Email: _____

Highest salary: \$ _____ per year

Length of present contract: _____ Expiration date: _____

Reasons for leaving/seeking other employment: _____

Previous Employer: _____

Dates of employment (including month and year): _____ to _____

Position held: _____

Full Mailing Address (including city, state, and zip code):

Direct Supervisor: _____ Title: _____

Phone: _____ Email: _____

Highest salary: \$ _____ per year

Length of present contract: _____ Expiration date: _____

Reasons for leaving/seeking other employment: _____

REFERENCES

Please list current information for **five (5)** references below: Individuals listed should be other than those who have submitted letters of reference.

Name	Title	Email address	Phone

EDUCATION

Professional preparation

Highest degree earned: _____

University/College	Location	Subject	Degree	Year	GPA

TOTAL number of years you have served as:

Teacher _____ Superintendent/Principal - _____

Principal _____ Superintendent _____

Other - _____

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 notification¹ by _____ 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.²

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.³

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 <https://www.fbi.gov/services/cjis/identity-history-summary-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 DOJCRISS@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
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¹ Written notification includes electronic notification but excludes oral notification.

² See 28 CFR 50.12(b).

³ 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 (applicant) _____ :

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to **Shields Valley Schools** for the position of (please be specific) _____.

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.

The entity shall access and review State and Federal criminal history records and shall make reasonable efforts to decide 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
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Date of Birth: _____

Address: _____

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 SHIELDS VALLEY SCHOOL DISTRICT _____.

Signature of Applicant

Date

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

Equal Opportunity Employer

The Shields Valley School District prohibits discrimination against or harassment of any person employed by or seeking employment with the school district because of race, religion, color, sex, national origin or because of age, physical or mental disability, or genetic information, 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

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.

Drug Free/Tobacco Free Policies

The District is a drug free, tobacco free school and, as such, requires all employees to adhere to specific drug free, tobacco free policies.

I certify 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 a material fact, or altering this application form, may result in refusal of my application by the District, nullification of a possible offer of employment or termination from employment should the District make an offer of employment to me and later discover any such omission or misrepresentation. By signing below, I agree that any misrepresentation, omission of information or alteration of this application form constitutes good cause for termination from employment should the District make an offer of employment to me and later discover such omission or misrepresentation.

Applicant Name: _____

Date: _____

EMPLOYMENT PREFERENCE FORM

Employment preference allows applicants to claim a preference under the Veterans' Public Employment Preference Act or the Persons with Disabilities Public Employment Preference Act. Applying for a preference is voluntary. All information related to a preference will be kept confidential and used only during the hiring process. Applicants hired by the District will have this information placed in a separate confidential selection file.

Contact your local Job Service Workforce Center for details on veterans' preference. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services (DPHHS) for details on obtaining persons with disabilities preference certification.

To claim **Veterans' Employment Preference** you must be a U.S. Citizen and (please put an "X" in one of the boxes below):

A Veteran, if

1. you were separated under honorable conditions, **AND** you served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
2. You are or were a member of the Montana Army or Air National Guard who satisfactorily completed a minimum of 6 years service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

A Disabled Veteran, if

1. you were separated under honorable conditions from military duty, **AND**
2. you have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, **OR** you have received a Purple Heart.

The spouse of a disabled veteran if the veteran's disability prevents him or her from working.

The un-remarried, surviving spouse of a veteran or disabled veteran.

The mother of a veteran, if

1. the veteran died under honorable conditions while serving in the Armed Forces, or the veteran has a service-connected, permanent, and total disability, **AND**
2. your spouse is totally and permanently disabled, **OR** you are the unremarried widow of the father of the veteran.

To claim **Montana Persons with Disabilities Employment Preference**, you must be:

A person with a disability certified by DPHHS, **OR**

The spouse of a totally, (100%) disabled person certified by DPHHS **AND** have resided continuously in Montana for at least 1 year immediately before applying for employment.

In the box below, check the attachment you have included to document your eligibility for employment preference.

DD-214 showing the character of discharge

Service-connected disability letter

A document issued by the Office of the Adjutant General of the Montana National Guard certifying service

Applicant Name _____ Date _____

NOTICE AND ACKNOWLEDGMENT OF PROCESS

Pursuant to Montana's open meetings laws, application materials may be reviewed and considered by the Board of Trustees in open session. There are certain recognizable circumstances where individual rights of privacy clearly exceed the merits of public disclosure, thereby allowing the chairperson of the Board of Trustees of a public school to convene in a closed (executive) session should the chairperson make a determination that an individual's right of privacy clearly outweighs the public's right to know. If the chairperson of the Board of Trustees convenes in an executive session to review or consider any information obtained during the hiring process, I acknowledge and agree that the Board may engage in discussions about me without my physical presence.

I understand that once my application materials are given to the Board of Trustees of the District for which I am submitting this application, my application materials may be disclosed to the public upon request.

If I am selected as a finalist, my name and other information about me included in my application materials will be disclosed to the public through a press release. I further understand that if I am selected as a finalist, I will be required to submit to a federal criminal background check in accordance with federal law and District policy.

Applicant Name: _____ Date: _____