

Shepherd School District No. 37

**7842 Shepherd Rd.
Shepherd, Montana 59079
www.shepherd.k12.mt.us**

An Equal Opportunity Employer that encourages applications from all persons regardless of race, religion, sex, age, national origin or disability.

CLASSIFIED APPLICATION

NAME _____

PRESENT ADDRESS _____

PERMANENT ADDRESS _____

PHONE NUMBER _____ EMAIL _____

For which position are you applying? _____

Do you wish to claim employment preference as a Veteran? YES _____ NO _____

If "yes", give a complete account of your past U.S. military service record: _____

Are you willing to attend and supervise school activities as assigned? YES _____ NO _____

Will you participate willingly in committee and other professional work? YES _____ NO _____

(A "no" answer does not necessarily exclude you from employment consideration)

Please indicate areas where you have experience or ability to assist in our extra-curricular or co-curricular programs. This includes such areas as music, forensics, publications, and athletics:

1) _____ 2) _____ 3) _____

Are you able, with or without reasonable accommodation, to perform the functions of the job for which you are applying? YES _____ NO _____

NOTE: Following the staffing of the position for which you have applied, all applications and accompanying documents will be kept on file for one year and then will be destroyed. It will be necessary to resubmit a new draft for subsequent openings.

TO THE APPLICANT: After completion of this form, e-mail or return it to:

m-dennison@shepherd.k12.mt.us

**Office of the Superintendent
Shepherd School District #37
7842 Shepherd Rd. PO Box 8
Shepherd, MT 59079**

The information contained on this form is sought in good faith. It will not be used in any way to discriminate against any applicant for employment.

COMPLETED EDUCATION

Name & Location of School	Graduation Date	Completed Degrees

LIST ALL WORK EXPERIENCE Must be completed regardless of Resume.

Name & Location of Employer	Phone Number	Dates Worked	Reason for Leaving

LIST REFERENCES

Name & Title	Address & Phone Number	Name of Business or Occupation

I hereby authorize Shepherd School District #37 to inquire as to my record with any or all of my former or current employers or references with no liability therefrom. I guarantee the correctness of this application. I understand that the making of any false statement, misrepresentation, or omission of facts will be sufficient cause for dismissal.

Signature _____ Date _____

CRIMINAL BACKGROUND INVESTIGATION

The following applicant, as a condition for employment, shall be required to authorize, in writing, a criminal background investigation to determine if the individual has been convicted of certain offenses:

1. Support personnel seeking full or part-time employment within the district.
2. An employee of a person or firm holding a contract with the District if the employee is assigned to the District and he/she has regular unsupervised access to students;
3. A volunteer assigned within the District who has regular unsupervised access to students.

These individuals shall undergo a Montana criminal background investigation as a pre-requisite for being selected for an interview. Furthermore, any finalist recommended for a paid or volunteer position, as described above, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. Any subsequent offer of employment or appointment shall be contingent upon the results of the fingerprint background check. The results of the background check must be acceptable to the Board in its sole discretion.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state or federal law enforcement agency for an offense other than a minor traffic violation, the facts will be reviewed to determine if the applicant shall be eligible for final appointment to the paid or volunteer position. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

ATTENTION APPLICANT

Complete and accurate answers to these questions and written responses (if applicable) must accompany your employment application for the position you are seeking.

Since you are applying for a position that involves working with children, please complete the following section so that a future background check may be conducted:

Have you ever, been released from prison, cited for, or been convicted of an illegal act that involved any form of violence such as assault, rape, child abuse, child molesting, contributing to the delinquency of a minor, or any crime which involved illegal substance(s)? YES _____ NO _____

If "yes", please explain the nature of the crime(s), place(s), and date(s):

Since you are applying for a position that may involve handling of money and/or school district property or for bonding requirements, please complete the following section:

Have you ever, been convicted of any offense that involved confidential information, embezzlement, fraud, stealing, robbery, extortion, blackmail, or coercion? YES _____ NO _____

If "yes", please explain the nature of the crime(s), place(s), and date(s):

Applicant Signature

_____ Date _____