



# SIDNEY PUBLIC SCHOOLS

101 S Central Ave  
Sidney, MT 59270

406-433-2366 ~ FAX 406-433-2368



## CERTIFIED APPLICATION

NAME:	SSN	DATE:
ADDRESS:		
HOME PHONE #:	CELL PHONE#:	WORK PHONE #:

POSITION APPLY FOR:

**Please answer the following questions:**

1. Do you have the legal right to work in the United States?

\_\_\_ Yes \_\_\_ No

2. Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying?

\_\_\_ Yes \_\_\_ No

3. Have you ever been released or discharged from employment or resigned to avoid such release or discharge?

\_\_\_ Yes \_\_\_ No

If yes, please explain. Include date of discharge or resignation and reason for discharge or resignation:

DO YOU CURRENTLY HOLD A MONTANA TEACHING CERTIFICATE? YES \_\_\_\_\_ NO \_\_\_\_\_

### **EMPLOYMENT RECORD:**

*List your employment, with your most recent employment first. Describe your employment history, accounting for the last 5 positions held. You may include volunteer and paid experience. DO NOT substitute a resume. You may attach additional information and/or resume.*

Do you wish to be notified before we contact your current or previous employers?

\_\_\_ Yes \_\_\_ No

**EMPLOYMENT RECORD CONTINUED:**

<b>Most Recent Employer:</b>	<b>Job Title:</b>
<b>Address:</b>	
<b>Immediate Supervisor:</b>	<b>Telephone #:</b>
<b>Employed From:</b>	<b>To:</b>
<b>Job Duties:</b>	
<b>Reason for Leaving:</b>	<b>Salary:</b>

<b>Past Employer:</b>	<b>Job Title:</b>
<b>Address:</b>	
<b>Immediate Supervisor:</b>	<b>Telephone #:</b>
<b>Employed From:</b>	<b>To:</b>
<b>Job Duties:</b>	
<b>Reason for Leaving:</b>	<b>Salary:</b>

<b>Past Employer:</b>	<b>Job Title:</b>
<b>Address:</b>	
<b>Immediate Supervisor:</b>	<b>Telephone #:</b>
<b>Employed From:</b>	<b>To:</b>
<b>Job Duties:</b>	
<b>Reason for Leaving:</b>	<b>Salary:</b>

<b>Past Employer:</b>	<b>Job Title:</b>
<b>Address:</b>	
<b>Immediate Supervisor:</b>	<b>Telephone #:</b>
<b>Employed From:</b>	<b>To:</b>
<b>Job Duties:</b>	
<b>Reason for Leaving:</b>	<b>Salary:</b>

<b>Past Employer:</b>	<b>Job Title:</b>
<b>Address:</b>	
<b>Immediate Supervisor:</b>	<b>Telephone #:</b>
<b>Employed From:</b>	<b>To:</b>
<b>Job Duties:</b>	
<b>Reason for Leaving:</b>	<b>Salary:</b>

## REFERENCES

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

<u>Name</u>	<u>Title</u>	<u>Address</u>	<u>Phone (home and work)</u>
1.			
2.			
3.			
4.			
5.			

## EDUCATION HISTORY

### Professional Preparation

Highest Degree Earned: \_\_\_\_\_

*List from most recent to least recent attendance*

<u>University/College</u>	<u>Location</u>	<u>Subject</u>	<u>Degree</u>	<u>GPA</u>
1.				
2.				
3.				
4.				

### Total Number of Years Have You Served As:

A Teacher: \_\_\_\_\_

A Coach: \_\_\_\_\_

A Principal: \_\_\_\_\_

A Superintendent: \_\_\_\_\_

Other: \_\_\_\_\_ List Occupation: \_\_\_\_\_

Do you hold a valid Administrative Certificate?     YES     NO

Montana \_\_\_\_\_ Expiration date: \_\_\_\_\_ Endorsements: \_\_\_\_\_

Other State \_\_\_\_\_ Expiration date: \_\_\_\_\_ Endorsements: \_\_\_\_\_



# 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 **SIDNEY PUBLIC 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 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 **SIDNEY PUBLIC SCHOOLS**.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form

Form number APR&CF 20170213

To claim preference under the Montana Veterans' Employment Preference Act or the Montana Persons with Disabilities Employment Preference Act, complete the following. Providing the following information is voluntary but must be included with the application in order to claim employment preference. This information will be kept confidential and will only be used during the hiring process to provide the applicant employment preference.

**A Veteran, if**

1. You have been separated under honorable conditions,

**AND**

2. You have served more than 180 consecutive days of active duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard (not including National Guard or Reserves) or a member of the reserves who served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.

**A Disabled Veteran, if**

1. You have been separated under honorable conditions from active duty,

**AND**

2. You have 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 or a disabled veteran** if the veteran's disability prevents him/her from working.

**The unremarried surviving spouse of a veteran or disabled veteran.**

**The mother of a veteran, if**

3. THE VETERAN died under honorable conditions while serving in the Armed Forces, OR THE VETERAN has a service-connected, permanent, and total disability.

**AND**

4. YOUR SPOUSE is totally and permanently disabled, OR YOU are the unremarried widow of the father of the veteran.

In the box below, check the attachment you have included to document the preference request.

- DD-214                       PHHS Certification     Other \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## WAIVER STATEMENT

I understand that consideration for employment at Sidney Public Schools is contingent upon the results of a reference and background review. I hereby authorize Sidney public schools and its agents to investigate the truthfulness of all information I have provided on my application, resume, and other attachments. I give consent for all contacted persons to provide information concerning my application, and I release each such person from liability for providing information to Sidney public schools and its agents.

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APPLICANT SIGNATURE

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DATE

## ACKNOWLEDGEMENT OF RIGHTS

Pursuant to Montana law, I understand that there are certain recognizable circumstances where individual rights of privacy clearly exceed the merits of public disclosure thereby allowing the Board of Trustees of a public school to convene in a closed (executive) session.

I understand that once my application material is given to the Board of Trustees, my name may be disclosed to the public upon request. If I am selected as a finalist, my name and other information about my background and qualifications will be disclosed to the public through a press release.

I further understand that the Board of Trustees plans to review / consider my application material and may engage in discussions about me without my physical presence in closed (executive) session. If I choose to waive my right of privacy and request that all discussions / information pertaining to my application for an administrative position be made part of a public record, I must make such a request in writing.

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APPLICANT SIGNATURE

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DATE

**ALL STATEMENTS AND INFORMATION PROVIDED WITHIN THIS APPLICATION AND ITS ATTACHMENTS, IF ANY, ARE TRUE AND COMPLETE. I UNDERSTAND THAT OMISSION OR MISREPRESENTATION OF MATERIAL FACT OR ALTERING THIS APPLICATION FORM MAY RESULT IN REFUSAL OF OR SEPARATION FROM EMPLOYMENT.**

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APPLICANT SIGNATURE

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DATE

Please complete and return this application along with a Letter of Application, Resume, three letters of recommendation, and a photocopy of your Montana Teaching Certificate.

Please have your college placement office send your placement file and transcript(s). Have all materials sent to:

Kasey Deschaine  
Sidney Public Schools Administration Office  
101 S Central Ave  
Sidney, MT 59270  
(406) 433-2366  
kdeschaine@sidneyps.com

Application packets will be kept on file until March 31st of each year. If you would like to have your file reactivated for the following year, please notify us before March 31st.

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*Office Use Only:*

**APPLICANT NAME:** \_\_\_\_\_

Letter of application \_\_\_\_\_

Resume \_\_\_\_\_

Placement file \_\_\_\_\_

Transcripts \_\_\_\_\_

Photocopy of Montana Teaching Certificate \_\_\_\_\_

Letters of Recommendation \_\_\_\_\_

Photocopy of Current out-of-state Teaching Certificate \_\_\_\_\_

**EXPERIENCE:**

Teaching:                      Elementary \_\_\_\_\_ Years                      High School \_\_\_\_\_ Years                      Middle School \_\_\_\_\_ Years

Administrative:                      Principal \_\_\_\_\_ Years                      Superintendent \_\_\_\_\_ Years

**EDUCATION:**

Masters \_\_\_\_\_ Years                      Specialist \_\_\_\_\_ Years                      Doctorate \_\_\_\_\_ Years