

Today's Date:

# **Pleasant Valley School District #27 Application for Classified Employment**

#### PLEASE TYPE OR PRINT CLEARLY

School	Today's Date:	Date	Available for Work:	
	Position Applying For	r:		
Name:		Previou	ıs Name(s):	
Address:				
City:		State:	Zip Code:	
Home Phone #:		Cell Ph	one #:	
Email Address:				
Please circle your	answers to the followi	ing questions and	expand, if necessary:	
1. Do you have the	legal right to work in the	United States?	es No	
2. Do you have a h assessment?		ssing score on the	general education developm	ent
•	n or without reasonable a ying? (Please review the		perform the functions of the journal	b for
4. Have you ever b discharge? <b>Yes</b>	_	ged from employme	ent or resigned to avoid such	release or
lf yes, please explain	(include the date of discha	arge or resignation a	nd reason for discharge or resig	nation).
•	`	•	information requested). Pleas a applicant from consideration	
	ead guilty to, nor have I les excepted).	been convicted of a	any violation of criminal law (r	ninor
criminal con contest (min	victions resulting from a	deferred sentence ted). *Please attacl	st one violation of criminal law or a plea of nolo contend ere n and sign a complete descrip	/no

# **Employment Record**

List employment, with your most recent employment first. Describe your employment history, accounting for the last five positions held. You may include volunteer and paid experiences. Do not write "see resume". If you need additional space, please continue on a separate sheet of paper.

Employer:		Positio	າ:	
Address:		City:		State:
Supervisor:	Position:		Phone #:	
Years Employed:	from	to		
Highest Salary: \$	Reason fo	r leaving:		
Work Performed:				
Employer:		Positio	າ:	
Address:		City:		State:
Supervisor:	Position:		Phone #:	
Years Employed:	from	to		
Highest Salary: \$	Reason fo	r leaving:		
Work Performed:				
Employer:		Positio	ո։	
	Position:			
Years Employed:	from	to		
	Reason fo			

	Position:			
Address:	ress:			State:
Supervisor:	pervisor: Position:		_ Phone #:	
Years Employed:	from	to		
Highest Salary: \$	Reason for	leaving:		
Work Performed:				
Employer:				
Address:				
Supervisor:				
Years Employed:	from	to	<del> </del>	
Highest Salary: \$	Reason fo	r leaving:		
Work Performed:				
		D		
Employer:				Ctoto
Address:				
Supervisor:				
Years Employed:	from	to		
Highest Salary: \$	Reason fo	r leaving:		
M				

#### References

Please list current information for three references below. List persons who are qualified to attest to your fitness for the position you seek who are not related to you and are not previous employers. Do not write "see resume". If you need additional space, please continue on a separate sheet of paper.

Name	Title	Relationship	Email Address	Phone Number

### **Educational History**

List educational institutions in order of attendance (most recent first). Do not write "see resume". If you need additional space, please continue on a separate sheet of paper.

Institution	Location	Degree Earned	Years Attended

## **Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other
experience.

Montana leacher License	
Do you hold a Montana teacher license?	
License number:	Expiration Date:
Equal Opportunity Employer	
Pleasant Valley School District prohibits discrimination employed by or seeking employment with Pleasant Valley, national origin or because of age, physical when the reasonable demands of the position do not marital status, or gender distinction. People of disabilithe hiring process by contacting Pleasant Valley Sch	Valley School District because of race, religion, all or mental disability, or genetic information, trequire an age, physical or mental disability, ility may request reasonable accommodation in
Drug Free/Tobacco Free/Nicotine Free Pol	licies
Pleasant Valley School District is a drug free, tobacc requires all employees to adhere to specific drug free	
I certify that all statements and information proving attachments, if any, are true and complete. I under the omission or misrepresentation of a material fact, in refusal of my application by Pleasant Valley So of employment or termination from employment an offer of employment to me and later discover	erstand and agree, by signing below, that or altering this application form, may result chool District, nullification of a possible offer should Pleasant Valley School District make

\*All applications must be signed
RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETION OF THIS APPLICATION

Date

Applicant Signature

#### **Notice and Acknowledgement of Process**

Pursuant to Montana's open meeting laws, application materials will likely 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 discussion about me without my physical presence.

I understand that once my application materials are given to disclosed to the public upon request. If I am selected as a f	
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about my background and qualifications will be disclosed to	the public through a press release.
	<u></u>
Applicant Signature	Date

\*All applications must be signed

# Authorization to Release Information TO WHOM IT MAY CONCERN: \_\_\_\_\_, am seeking employment or volunteer assignment with a Montana School District. I acknowledge that a complete investigation into my background is necessary to protect the safety and welfare of children. I hereby expressingly and voluntarily give the Pleasant Valley School District the right to make a thorough investigation of my past employment, education, and activities. I specifically authorize the release of any and all information of a confidential or privileged nature, including confidential criminal justice information as defined in Section 44-5-103(3), MCA, to the staff of Pleasant Valley School District and its agents. I understand that Pleasant Valley School District reserves the right to use any lawful method of investigation that, in its sole discretion, it deems reasonable and necessary. I hereby release Pleasant Valley School District and any organization, company, institution, or person furnishing information the Pleasant Valley School District and its agents as expressly authorized above, from any liability for damage which may result from any dissemination of the information requested, subject to the provisions of Title 44, Chapter 5, Part 3, MCA. This document is effective for 180 days or until revoked in writing by me. Signature Date Print Full Name: \_\_\_\_\_ First Middle Last Address: City State Zip Date of Birth: \_\_\_\_ Social Security Number: - -STATE OF \_\_\_\_\_\_) County of \_\_\_\_\_) On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me, a notary public of the State of \_\_\_\_, personally appeared \_\_\_\_\_, known to me to be the person named in the foregoing Release, and acknowledged to me that he/she executed the same as his/her free act and deed, for the uses and purposes therein mentioned. IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year in this certificate first above written. Notary Public, State of \_\_\_\_\_ County of My commission expires \_\_\_\_\_ OPTIONAL - AFFIRMATIVE ACTION INFORMATION - OPTIONAL Providing this information is strictly on a voluntary basis. State law requires that employers keep records on the race and sex of applicants and employees to facilitate the enforcement of equal employment opportunity laws. This statement will be filed separately from all other records during the application screening process. As required by state law, it will be available only to Pleasant Valley School District personnel department and federal/state employment enforcement officers. Sex: Age: Date: Ethnic Group:

# **Employment Preference Form** Position Applied For: Name: 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 state 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 (check 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, Nave, 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 six years service in armed forces, the last three 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 unremarried 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. 2. To claim Montana Persons with Disabilities Employment Preference, you must be (check one of the boxes below): ☐ 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 one year immediately before applying for employment. 3. In the boxes 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 ■ DPHHS Disability Certification ☐ A document issued by the Office of the Adjutant General of the Montana National Guard certifying service

Date

Signature