

# BAINVILLE SCHOOL

409 Tubman  
PO Box 177  
Bainville, MT 59212  
Certified Employment Application



| APPLICANT INFORMATION |                        |      |      |
|-----------------------|------------------------|------|------|
| Last Name             | First                  | M.I. | Date |
| Street Address        |                        |      |      |
| City                  | State                  | ZIP  |      |
| Home Phone            | Cell Phone/Other Phone |      |      |
| Email Address         |                        |      |      |
| Date Available        | Social Security No.    |      |      |
| Position Applied for  |                        |      |      |

| Certification/Work Availability   |  |            |
|---|--|------------|
| Montana Certificate Yes No  | Endorsement Area(s)  | Expiration |
| Other State Certificate Yes No  | State and Endorsement Area   | Expiration |
| Do you have legal right to work in the United States? Yes No  | Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying? Yes No |            |
| Have you ever been released for discharged from employment or resigned to avoid such release or discharge Yes No  |  |            |
| If yes, please explain  |  |            |
| I hereby certify that (check the applicable box and provide the information requested):<br><input type="checkbox"/> I have not pleaded guilty to or have been convicted of any violation of criminal law, including criminal convictions resulting from a deferred sentence or a plea of nolo contendere/no contest (minor traffic offenses excepted).<br><input type="checkbox"/> I have pleaded guilty to or have been convicted of at least one violation of criminal law. Please attach and sign a complete description of the circumstances surrounding such conviction. (This may not necessarily disqualify a person from consideration for employment.) |  |            |

| 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. |                    |                 |
| Do you wish to be notified before we contact your current or previous employers? ____ YES ____ NO   |                    |                 |
| Most Recent Employer  | PHONE ( )          |                 |
| Position  | Years in Position  |                 |
| Employment Address:   |                    |                 |
| Contact Person  | Title              |                 |
| Student Enrollment  | Number of teachers | Number of Admin |
| Highest Salary  | Reason for Leaving |                 |

**EMPLOYMENT RECORD**

|                      |                    |                   |
|----------------------|--------------------|-------------------|
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| Position             |                    | Years in Position |
| Employment Address:  |                    |                   |
| Contact Person       |                    | Title             |
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**REFERENCES (IF DESIRED)**

|           |              |  |
|-----------|--------------|--|
| FULL NAME | RELATIONSHIP |  |
| COMPANY   | PHONE (    ) |  |
| FULL NAME | RELATIONSHIP |  |
| COMPANY   | PHONE (    ) |  |
| FULL NAME | RELATIONSHIP |  |
| COMPANY   | PHONE (    ) |  |

**PROFESSIONAL PREPARATION AND EDUCATION HISTORY**

| University/College | Location | Subject | Degree | Year | GPA |
|--------------------|----------|---------|--------|------|-----|
| 1                  |          |         |        |      |     |
| 2                  |          |         |        |      |     |
| 3                  |          |         |        |      |     |
| 4                  |          |         |        |      |     |
| 5                  |          |         |        |      |     |

**JOB EXPERIENCE**

| Total Number of years you have Served as | Teacher | Coach | Principal | Superintendent | Other |
|--|---------|-------|-----------|----------------|-------|
| Explain "Other"                          |         |       |           |                |       |

**EQUAL OPPORTUNITY EMPLOYER**

*Each participating school district prohibits discrimination against or harassment of any person employed by or seeking employment with the school district because of race, creed, religion, color, political affiliation or national origin or because of age, physical or mental disability, marital status, or gender 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.*

*TB Test 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 1-9 of the U.S. Department of Justice. Similarly, a selected applicant must provide verification of having received a tuberculin (TB) test within the past year. Verification must include the date of the test, the results of the test, and the signature of the person who conducted the test. It is policy to require verification of a TB test from any candidate chosen for employment and to require submitted documentation of the results of a tuberculin (TB) test within seven (7) days of employment.*

*Authorization to Release Employment Records*

*If employed by a school district, the applicant authorizes the school district to supply his/her employment record at the school district's sole discretion, in whole or part, to any prospective employer, government agency, or other party, when the school district's interest is deemed appropriate.*

*Drug Free/Tobacco Free Policies*

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

*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\**

*Date \**

ALL Applications MUST be signed.

## EMPLOYMENT PREFERENCE FORM

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Position Applied For \_\_\_\_\_

Job Title \_\_\_\_\_

To claim preference under the Montana Veterans' 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. Applicants hired by the district will have this information placed in a separate confidential file.

1. Veterans' Employment Preference provides the addition of 5% points or 10% points to the applicant's score when a numerically scored selection procedure is used. Whenever a public employer uses a selection procedure other than a scored procedure, the public employer shall give preference to a disabled veteran, eligible relative, or veteran, in that order, over any nonpreferred applicant holding substantially equal qualifications.

2. To claim Veterans' Employment Preference you must be a U.S. Citizen and (check one of the boxes below):

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 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/her from working.

The 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.

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

DD-214

Other

SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_



## 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 if I become a finalist, my name and other information about my background and qualifications be disclosed to the public upon request. I further understand that I may 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. In light of the foregoing, I request the following:

### Screening Process (i.e.. the District's review and analysis of application materials)

\_\_\_\_\_ I do not waive my right of privacy in the screening process and request that the District review/consider my application materials in a closed session in order to protect my right of privacy. I voluntarily agree that the District may do so without my physical presence.

\_\_\_\_\_ I waive my right of privacy in the screening process and request that the District reviews/consider my application materials in open session. I understand that by waiving my right of privacy any and/or all materials I submit to the District as part of my application (with the exception of the results of a criminal background check) is considered a public record and subject to disclosure to the public. Interview/Deliberation Process –

### Interviews by the District will be held in open session, however, a portion of the deliberation process may be held in open session in order to protect individual rights of privacy

\_\_\_\_\_ I do not waive my right of privacy with respect to the deliberations of the District where my right of privacy exists and request that the District protect my right of privacy and convene in a closed (executive) session to do so. I voluntarily agree that the District may engage in discussions about me without my physical presence.

\_\_\_\_\_ I waive my right of privacy with respect to the deliberations of the District that involve me and request that the District engages in such deliberations in open session. I understand that by waiving my right of privacy any and/or all materials I submit to the District as part of my application (with the exception of the results of a criminal background check) is considered a public record and subject to disclosure to the public.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

**BAINVILLE SCHOOL**

**JOB DESCRIPTION:**

**CERTIFIED**

**TEACHER QUALIFICATIONS:**

**BACHELOR'S DEGREE OR HIGHER IN APPLICABLE FIELD CURRENT AND VALID MONTANA TEACHING CERTIFICATE EXPERIENCE WORKING WITH CHILDREN KNOWLEDGE OF AND ABILITY TO LEAD THE INSTRUCTION OF MATERIAL**

**SUBJECT TO A BACKGROUND CHECK**

**REPORTS TO:**

**DISTRICT SUPERINTENDENT DISTRICT PRINCIPAL SALARY TO BE DETERMINED BY THE ADOPTED MASTER AGREEMENT**

**OBJECTIVE:**

**TO PROVIDE DIRECT AND INDIRECT INSTRUCTION TO ASSIGNED STUDENTS AND SUBJECT AREA**

**EVALUATION:**

**THE SUPERINTENDENT WILL PROVIDE TWO (2) FORMAL EVALUATIONS (ONE IN FALL AND ONE IN SPRING) FOR NON-TENURED AND ONE (1) ANNUAL FORMAL EVALUATION FOR TENURED INDIVIDUALS**

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**PERFORMANCE OBJECTIVES:**

- ☑ Implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- ☑ Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- ☑ Assist in assessing changing curricular needs and offers plans for improvement.
- ☑ Maintain effective and efficient record keeping procedures.
- ☑ Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- ☑ Communicate effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- ☑ Collaborate with peers to enhance the instructional environment.
- ☑ Model professional and ethical standards when dealing with students, parents, peers, and community.
- ☑ Plan and maintain a safe, clean, learning environment, and assures the well being and safety of children.
- ☑ Ensure that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
- ☑ Establish and maintains cooperative working relationships with students, parents, and staff members.
- ☑ Assume responsibility for meeting his/her course and school-wide student performance goals.
- ☑ Attend required staff and professional development meetings, trainings, and presentations
- ☑ Develop and implement weekly lesson plans that are consistent with state standards.
- ☑ Demonstrate and document gains in student performance.
- ☑ Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating and communication with others.
  
- ☑ Able to be flexible and problem-solve successfully through ambiguity and adversity
- ☑ Undergo administrative supervision and evaluation
- ☑ Instruct children in activities designed to promote social, physical, and intellectual growth needed for development.
- ☑ Plan and maintain a safe, clean, learning environment, and assures the well being and safety of children.
- ☑ Follow Bainville School Performance Standards, policies, and procedures.
- ☑ Supervise, guide, and model appropriate behavior and teaching techniques for students and other staff.
- ☑ Maintain a cooperative attitude of working together with other staff, students, and parents.
- ☑ Plan and implement daily activities that engage students.
- ☑ Use assessment information to guide curriculum needs.
- ☑ Maintain accurate and current assessment information noting child's progress across all developmental domains utilizing anecdotal notes and/or examples of children's work.
- ☑ Encourage and model language expansion, extended learning and problem solving strategies.

- ☒ Maintain discipline and supervision of children.
- ☒ Attend parent/teacher conferences as designated on the planning calendar to share each child's progress with parents.
- ☒ Maintain accurate daily attendance records.
- ☒ Perform other duties and responsibilities as assigned by the Principal and Superintendent.

Send your completed application, a brief cover letter, and three (3) letters of recommendation to:

Superintendent's Office  
Bainville School  
PO Box 177  
Bainville, MT 59212  
406) 769-2321 Fax (406)-769-3291

Thanks for your interest!