



PLENTYWOOD PUBLIC SCHOOL

100 EAST LAUREL AVENUE
PLENTYWOOD, MT 59254
(406) 765-1803



CERTIFIED APPLICATION

PERSONAL INFORMATION

| | |
|----------------------|-----------------|
| LAST NAME: | FIRST NAME: |
| ADDRESS: | |
| HOME PHONE: | CELL PHONE: |
| EMAIL: | |
| DATE OF APPLICATION: | DATE AVAILABLE: |

POSITION INFORMATION

Specific position for which you are applying:

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Other positions for which you are qualified:

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Coaching/advising interest and experience:

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EDUCATION

Education and Professional Training-please list in reverse order of attendance (most recent institution first) all educational institutions attended. CERTIFIED STAFF-Information provided should be complete, as it will be used as a preliminary basis for determining salary. Attach additional sheets if necessary.

Institution #1

Name of Institution:

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Location:

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Dates attended: From-To:

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Degree Awarded:

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Major:

Minor:

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Institution #2

Name of Institution:

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Location:

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Dates attended: From-To:

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Degree Awarded:

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Major:

Minor:

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Institution #3

Name of Institution:

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Location:

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Dates attended: From-To:

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Degree Awarded:

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Major:

Minor:

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CERTIFICATION AND ELIGIBILITY INFORMATION

Do you hold a valid Montana Certificate for the position for which you are applying?

_____ Yes _____ No

Class Certification:

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Level of Certificate:

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Expiration Date:

Grades covered by your certificate:

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Other Endorsements:

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Do you hold a Special Education Montana License?

_____ Yes _____ No

PLEASE ANSWER THE FOLLOWING QUESTIONS

Are you a citizen of the United States?

_____ Yes _____ No

If no, are you authorized to work in the U.S.?

_____ 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 or discharged from employment or resigned to avoid such release or discharge?

_____ Yes _____ No

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

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I hereby certify that (check the applicable box and provide the information requested):

- ☐ 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).
- ☐ 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 a conviction.

EMPLOYMENT RECORD

Most Recent Employer:

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|----------------------|-------------|---------------------|
| Employer | Job Title | |
| | | |
| Address | | |
| | | |
| Immediate Supervisor | Telephone # | |
| | | |
| Employed From: | To: | Reason for leaving: |
| | | |
| Job Duties: | | |
| | | |

Past Employer:

| | |
|----------------------|-------------|
| Employer | Job Title |
| | |
| Address | |
| | |
| Immediate Supervisor | Telephone # |
| | |

Employed From: To: Reason for leaving:

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Job Duties:

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Past Employer:

Employer Job Title

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Address

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Immediate Supervisor Telephone #

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Employed From: To: Reason for leaving:

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Job Duties:

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Past Employer:

Employer Job Title

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Address

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Immediate Supervisor Telephone #

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Employed From: To: Reason for leaving:

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Job Duties:

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Past Employer:

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|----------------------|-------------|---------------------|
| Employer | Job Title | |
| | | |
| Address | | |
| | | |
| Immediate Supervisor | Telephone # | |
| | | |
| Employed From: | To: | Reason for leaving: |
| | | |
| Job Duties: | | |
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EXTRACURRICULAR INTERESTS

Please indicate which you have experience and/or ability to assist in an extracurricular program. This includes such areas as: Music, Speech/Drama, Annual, and Athletics. List the specific activities, not just the area for which you are qualified and are willing to direct.

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| 1. |
| 2. |
| 3. |

REFERENCES

Please list current information of three persons not related to you and whom you have known for at least one year, who have not previously been listed on a resume, and who have knowledge of your educational background.

Reference #1

| | |
|---------|-------|
| Name | Title |
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| Company | Phone |
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| Address | |
| | |

Reference #2

| | |
|---------|-------|
| Name | Title |
| | |
| Company | Phone |
| | |
| Address | |
| | |

Reference #3

| | |
|---------|-------|
| Name | Title |
| | |
| Company | Phone |
| | |
| Address | |
| | |

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.

APPLICANT SIGNATURE

DATE
EQUAL OPPORTUNITY EMPLOYER

Plentywood School District No 20 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 ability, marital status, or gender when the 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.

AUTHORIZATION TO RELEASE EMPLOYMENT RECORD

Plentywood School Districts are drug free, tobacco free schools and, as such, require all employees to adhere to specific drug free, tobacco free policies.

ACKNOWLEDGEMENT

I understand that no offer of employment or benefits, such as, but not limited to, a pension plan, insurance, vacation, or salary rate, is final until it has been reviewed by the District Administration, satisfactory completion of a fingerprint background check is made (This may take as long as 3-4 weeks after submittal of the fingerprints to the Administration Office.), and until fully approved by the Board of Trustees or designated authorized representative. I understand that no contract for employment shall be issued until all of the above items are complete. Further, I have read and understand the above policies of employment. Further, I have read and understand the above policies of employment.

APPLICANT SIGNATURE

DATE

Please complete and return this application along with a Letter of Application, Resume, and three letters of recommendation to:

Rob Pedersen, Superintendent
 Plentywood Schools District 20
 100 East Laurel Avenue
 Plentywood, MT 59254
 (406) 765-1803
pederr@plentywood.k12.mt.us



Plentywood Schools will graduate citizens who value respect, responsibility, honesty, compassion, and courage.