



EAST HELENA PUBLIC SCHOOLS

School District No. 9

P.O. Box 1280 * East Helena, MT. 59635

Superintendent/ Administration Office (406) 227-7700
Eastgate Elementary School (406) 227-7770 * Prickly Pear Elementary (406) 227-7720
Radley Elementary School (406) 227-7710 * East Valley Middle School (406) 227-7740
East Helena High School (406) 227-7730



"Success For All"

EMPLOYMENT APPLICATION - CERTIFIED PERSONNEL

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 in violation of state or federal law.

Board Policy 30:20.010

Equal Opportunity Employment

It is the policy of the East Helena Public Schools to prohibit discrimination against any individual for reasons of race, creed, religion, color, national origin, age, marital status, sex, political affiliation, disability, and socioeconomic conditions. The district shall follow state statutes with respect to discrimination in employment (49-2-303,307, and 310; 49-3-210 and 205, MCA).

FOR DISTRICT USE ONLY

Date Application Received:		
Application Materials Received:		
Transcripts		
Placement File or Reference Letters		
Certificate		
Certificate		
Rejection Letter Sent:		
Elected:	Accepted:	
Position:	School:	
Creditable Yrs. of Experience:		
Degree	+	+
Base	Credits	Step

IMPORTANT: Please type or print in ink. You must sign and date in ink each application you submit. **INCOMPLETE OR UNSIGNED** applications will not be considered.

PLEASE READ THE JOB VACANCY ANNOUNCEMENT CAREFULLY TO FIND: (a) what attachments must be submitted; (b) where to submit your application; (c) the required special qualifications or licenses; and (d) the closing date for receipt of applications. An application tailored to the position is to your advantage.

Mr., Mrs., Ms. _____
Last First Middle Initial

Present Address: _____
Street/P.O. Box City State Zip

Telephone: Home: _____ Work: _____

PLEASE INDICATE POSITION FOR WHICH YOU SEEK EMPLOYMENT - AS SPECIFIED ON THE JOB VACANCY ANNOUNCEMENT: _____

Are you currently under contract? ___ Yes ___ No Dates of contract? _____

EDUCATION:

High School Attended _____ **Graduation Date:** _____

City _____ **State** _____ **Zip** _____

Name and Location of School	Degree & Date Received	Qtr. Hours		
		Earned	Major	Minor

Indicate all degrees and additional credits earned for salary schedule placement consideration.
 (Note: If your work is listed in "Semester Hours", make note of it.)

STUDENT TEACHING EXPERIENCE: (Beginning Teachers Only):

Name and Location of School	Dates	Grade Level	Subjects Taught

TEACHING EXPERIENCE:(Do not list substitute teaching, instructional aide work, or student teaching. List only contracted teaching experience. Begin with most recent.):

Name and Location of School	Inclusive Dates	Grades & Subjects Taught	Extracurricular Assignments

REFERENCES:

Give as references at least four persons who are qualified to attest to your fitness for the position you seek. Include especially persons for whom you have taught and those who know your ability and character. **DO NOT SAY, "REFER TO MY CREDENTIALS."**

Name and Title <u>of Reference</u>	Name of Business <u>or School of Reference</u>	Address and <u>Telephone Number</u>
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CERTIFICATION:

Do you hold a valid Montana Certificate? ___ Yes ___ No Folio Number _____

Class of Certificate _____, Level of Certificate _____

Expiration Date _____, Endorsements _____

If you do not hold a Montana Certificate, please furnish information to this office regarding certification as soon as you receive it from the State Department. The East Helena School System does not assume any responsibility for your certification. Failure to register your teaching certificate in the Office of the County Superintendent of Schools within the first sixty days of teaching will result in the District holding any further wages until your certificate is so registered.

Do you need any accommodation in order to perform the duties of the job for which you are applying? If so, what is that accommodation? _____

Have you within the past seven years been convicted of any offense that involves any form of violence, such as assault, rape, child abuse, child molesting, extortion, blackmail, coercion, or any crime which involves drugs? _____ If yes, explain nature of crime, place, and date.

Have you within the past seven years been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail, or coercion? ___Yes ___No If yes, please explain nature of crime, place and date. _____

In accordance with the Montana Department of Health requirement 16.28.1005 A.R.M. you are required to provide documentation of the results of a tuberculin skin test done within the year prior to initial employment. Documentation must be provided to the school within two weeks of initial employment or employment will be suspended.

EMPLOYMENT PREFERENCE: The veteran’s Public Employment Preference Act and the Persons with Disabilities Public Employment Preference Act provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. An applicant claiming employment preference must complete an **Employment Preference Form**. This form is available at Central Office, 226 E. Clinton St., East Helena, MT.

My signature below certifies that all information on this application is true. Falsifications or misrepresentations may disqualify me from consideration for employment or, if hired, may be grounds for termination at a later date. **Employers may be contacted as references.**

SIGNATURE: _____ DATE SIGNED: _____

To the applicant: After completing this form, please return it to the Office of Superintendent, East Helena Public Schools, P.O. Box 1280, East Helena, Montana 59635

APPLICANT DISCLOSURE AFFIDAVIT

(Please Read Carefully)

The East Helena School District #9 screens prospective employees and volunteers to evaluate whether an applicant poses a risk of harm to the children and youth it serves. Information obtained is not an automatic bar to employment or volunteer work, but is considered in view of all relevant circumstances. This disclosure is required to be completed by applicants for positions in order to be considered. Any falsification, misrepresentation, or incompleteness in this disclosure alone is grounds for disqualification or termination. It is understood that this information will remain confidential and will not be released without prior signed permission.

APPLICANT _____

(Please print complete name)

State law requires that East Helena School District #9 conduct a criminal background check on all persons employed who will be in contact with the children and youth it serves. State law allows this facility to conditionally employ persons pending receipt of the results of a criminal background check. However, persons conditionally employed are required to affirm that they have not been convicted of certain offenses, which are a bar to employment.

Subsection (A)

A person for whom the East Helena School District is entitled to obtain criminal history record information may be denied employment in the District if the person has been convicted of an offense listed in this subsection:

- 1) Any felony
- 2) Rape or other sexual assault
- 3) Drug or alcohol related offenses
- 4) Abuse of a minor, whether physical or sexual
- 5) Incest
- 6) Kidnapping, false imprisonment, or abduction
- 7) Sexual Harassment
- 8) Sexual exploitation of a minor
- 9) Sexual conduct with a minor
- 10) Annoying/molesting a child
- 11) Lewdness and/or indecent exposure
- 12) Lewd and lascivious behavior
- 13) Obscene Literature
- 14) Assault, battery, or other offense involving a minor
- 15) Endangerment of a child
- 16) Any misdemeanor or other offense classification involving a minor or to which a minor was a witness
- 17) Unfitness as a parent or custodian
- 18) Removing children from a state or concealing children in violation of a law or court order

Please answer “Yes” or “No” to the following questions and provide a brief explanation of any “Yes” answers on a separate sheet of paper.

(A) Have you, at any time (whether as an adult or juvenile):

- | <u>YES</u> | <u>NO</u> | | |
|------------|-----------|-----|---|
| _____ | _____ | 1) | Pleaded guilty to (whether or not resulting in conviction) any offense listed above in Subsection A, or any allegation, any conduct, matter, or thing (irrespective of the name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction) any of the offenses listed above in subsection (A) |
| _____ | _____ | 2) | Pleaded nolo contendere or no contest to any of the offenses listed above in subsection (A) |
| _____ | _____ | 3) | Admitted to any of the offenses listed above in subsection (A) |
| _____ | _____ | 4) | Had any judgment or order rendered against you (whether by default or otherwise) to any of the offenses listed above above in subsection (A) |
| _____ | _____ | 5) | Been convicted of a crime involving child abuse, child neglect, moral turpitude or physical violence |
| _____ | _____ | 6) | Been named as a perpetrator in an indicated or founded report of child abuse in accordance with the Child Protective Service Law |
| _____ | _____ | 7) | Evidenced drug or alcohol addiction determined or documented by a licensed physician |
| _____ | _____ | 8) | Entered into any settlement of an action or claim against you of any of the offenses listed above in subsection (A) |
| _____ | _____ | 9) | Had any restrictions or limitations placed on you regarding contact or visitation with children or minors |
| _____ | _____ | 10) | Had any license, certificate, or employment suspended, revoked, terminated, or otherwise adversely affected because of any of the offenses listed above in subsection (A) |
| _____ | _____ | 11) | Suffered any serious mental illness which might create a risk to those served by the East Helena School District as determined by and documented by a licensed physician or licensed psychologist |
| _____ | _____ | 12) | Resigned under threat of termination of employment or volunteer work for any reason |
| _____ | _____ | 13) | Do you have any pending criminal arrests and/or charges |

EMPLOYEE AFFIDAVIT

I have read this document and have been given an opportunity to ask any questions about any part that I do not understand. I hereby affirm that I have no convictions of an offense listed above which would bar employment and acknowledge that a criminal background check will be conducted. I further understand that other offenses are a potential bar to employment under state law and/or the employment policies of the East Helena School District and that my statement in this affidavit in no way limits my disclosure of other criminal offenses as required by the employment application. I also understand that any incomplete information, or misrepresentation, including by omission, on this form or on the East Helena School District employment application may be considered grounds for immediate termination. My date of Birth is ___/___/____. This information will only be used to complete a background check and will not be provided to those persons reviewing this application.

APPLICANT SIGNATURE

DATE

