

Shepherd School District No. 37

7842 Shepherd Rd.

P.O. Box 8

Shepherd, Montana 59079

www.shepherd.k12.mt.us

An Equal Opportunity Employer that encourages applications from all persons regardless of race, religion, sex, age, national origin or disability.

CERTIFIED TEACHER APPLICATION

NAME: _____

PRESENT ADDRESS: _____

PERMANENT ADDRESS: _____

TELEPHONE: _____ CELL: _____

E-MAIL: _____

For which position are you applying? _____

Major area(s) of preparation: _____

Minor area(s) of preparation: _____

Do you wish to claim employment preference as a Veteran? YES _____ NO _____

If "yes", give a complete account of your past U.S. military service record: _____

NOTE: Following the staffing of the position for which you have applied, all applications and accompanying documents will be kept on file for one year and then will be destroyed. It will be necessary to resubmit a new draft for subsequent openings.

TO THE APPLICANT: After completion of this form, e-mail or return it to:

c-bermes@shepherd.k12.mt.us

Office of the Superintendent

Shepherd School District

7842 Shepherd Rd. P.O. Box 8

Shepherd, MT 59079

The information on this form is sought in good faith. It will not be used in any way to discriminate against any applicant for employment.

EDUCATION

Completed Education Name & Location of School	Date Graduated	Completed Degrees	Semester Hours	CUM GPA

Note: Please convert “quarter hours” to semester hours (quarter x 1.5)

Major Subject(s) and Semester Hours: _____

Minor Subject(s) and Semester Hours: _____

Additional College Credits taken since last completed education degree: _____

CERTIFICATION:

Do you hold a valid Montana Certificate? YES _____ NO _____ FOLIO # _____

Class of Certificate _____, Level of Certificate _____, Expiration Date _____

Endorsements: _____

If you do not hold a Montana Certificate, proof of ability to be certified must accompany this application or your application WILL NOT BE processed. Write to the: Director of Certification, State Department of Public Instruction, Helena, MT 59620. Shepherd School District #37 does not assume any responsibility for your certification. Failure to register your certificate with 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 and may be cause for termination.

REFERENCES

Give as reference, persons who are qualified to attest to your fitness for the position you seek. Include person(s) with whom you have taught and those who know your ability and character. DO NOT SAY, “REFER TO MY CREDENTIALS”.

Name of Business Or School	Address and Telephone Number	Name and Title of References

STUDENT TEACHING EXPERIENCE

Name and Location of School	Dates	Level and Subject(s)

Supervisor’s Name and Phone #: _____

LIST ALL TEACHING EXPERIENCE: Do not list substitute teaching, aide work, or student teaching. List only contracted teaching. Must be completed regardless of resume.

Name and Location of Employer Supervisor and Phone #	Dates		Reason for Leaving
	From	To	

TOTAL YEARS OF CERTIFIED/FULL TIME SERVICE: _____

(Do not include partial years other than full-time)

IMPORTANT:

Application will not be considered unless all requested information is on file. It is your responsibility to request your school(s) of record to forward a transcript and placement file; all information on this application should be accurately completed.

I hereby authorize Shepherd School District #37 to inquire as to my record with any or all of my former or current employers or references with no liability therefrom. I guarantee the correctness of this application. I understand that the making of any false statement, misrepresentation, or omission of facts herein will be sufficient cause for dismissal.

Signature _____ Date _____

Are you willing to attend and supervise school activities as assigned? YES _____ NO _____

Will you participate willingly in committee and other professional work? YES _____ NO _____

Please indicate areas where you have experience or ability to assist in our extra-curricular or co-curricular programs. This includes such areas as music, forensics, publications, and athletics: 1) _____ 2) _____ 3) _____

(A “no” answer does not necessarily exclude you from employment consideration).

Are you able, with or without reasonable accommodation, to perform the functions of the job for which you are applying?
YES _____ NO _____

CERTIFIED TEACHERS ONLY

Respond in your own words to the following questions:

1. What are the three most important reasons for wanting this position?

2. What three things do you most want to know about your students?

3. Identify the four most important qualities of an effective educator. Place them in order of importance ... with #1 being the greatest ... and briefly justify each.

4. What are the key components of an effective lesson plan?

5. As a teacher, what major ways do you most want to influence your students' lives?

6. What special skills can you bring to Shepherd School District?

7. What two core teaching strategies do you most use to achieve maximum student learning?

CRIMINAL BACKGROUND INVESTIGATION

The following applicant, as a condition for employment, shall be required to authorize, in writing, a criminal background investigation to determine if the individual has been convicted of certain offenses:

1. A certified teacher, counselor, principal, director or superintendent seeking full or part-time employment within the district;
2. Support personnel seeking full or part-time employment within the District;
3. An employee of a person or firm holding a contract with the District if the employee is assigned to the District and he/she has regular unsupervised access to students;
4. A volunteer assigned within the District who has regular unsupervised access to students.

These individuals shall undergo a Montana criminal background investigation as a pre-requisite for being selected for an interview. Furthermore, any finalist recommended for a paid or volunteer position, as described above, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. Any subsequent offer of employment or appointment shall be contingent upon results of the fingerprint background check. The results of the background check must be acceptable to the board in its sole discretion.

Any requirement of an applicant to submit a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for any offense other than a minor traffic violation, the facts will be reviewed to determine if the applicant shall be eligible for final appointment to the paid or volunteer position. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

PROFESSIONAL CONDUCT

ALL QUESTIONS MUST BE ANSWERED. IF EXPLANATION IS NECESSARY, USE EXTRA SHEETS.

1. Has applicant ever had a diploma, credential or license denied, revoked or suspended? Yes _____ No _____ If so, explain fully.
2. Has Applicant ever failed or refused to fulfill an agreement of employment entered into by the Applicant with any public agency? Yes _____ No _____ If so, explain fully.
3. Has Applicant ever been dismissed, suspended, placed on probation or resigned in lieu of an investigation or other disciplinary action from any teaching position for immoral or unprofessional conduct or for unfitness for service? Yes _____ No _____ If so, explain fully.
4. Has Applicant ever been dismissed, suspended placed on probation or resigned in lieu of an investigation or other disciplinary action from any teaching position for persistent defiance of or refusal to obey the laws and regulations of the institution or agency? Yes _____ No _____ If so, explain fully.
5. Has Applicant ever been convicted of a felony? Yes _____ No _____ If so, explain fully.
6. Is anyone living at Applicant's address required to register for the Sex Offender Registry? Yes _____ No _____

Since you are applying for a position that may involve handling of money and/or school district property or for bonding requirements, please complete the following section:

Have you ever, been convicted of any offense that involved confidential information, embezzlement, fraud, stealing, robbery, extortion, blackmail, or coercion? YES _____ NO _____
If "yes", please explain the nature of the crime(s), place(s), and date(s): _____

Applicant affirms that the information provided in this Application for Employment is true, correct and complete. Any false statement made knowingly in this Application shall constitute sufficient grounds for non-hire or voiding any contract issued to the Applicant at the discretion of the Board of Trustees.

Applicant Signature _____ Date _____