

Centerville School
693 Stockett Road – Box 100
Sand Coulee, Montana 59472
Phone: 406-736-5167
Fax: 406-736-5210

INFORMATION FOR TEACHING POSITION APPLICANTS

APPLICATION

Thank you for your recent request for an application to work at Centerville School.

Applications are welcomed and will be considered as appropriate vacancies develop. You will be contacted for a personal interview if you are selected as a candidate for a particular position.

CREDENTIALS

You should arrange for your placement file to be forwarded to Centerville School superintendent's office. If your current placement file does not include references (if you are an experienced teacher), please include a minimum of three (3) letters of reference/recommendation.

TRANSCRIPTS

You are also requested to provide official up-to-date transcripts of college credits. Unofficial copies may be used for application screening, but we will need official transcripts to place you on the salary matrix, if you are hired.

CERTIFICATION

Valid Montana state certification or statement of ability to obtain a Montana certificate is required.

1. If you have a current Montana state certificate or you have recently completed requirements for the certificate in a Montana state college or university, a copy of that certificate or proof of application must be provided before your application will be considered.
2. If you do not have a current certificate, you should write to the Director of Certification, Office of Public Instruction, P O Box 202501, Helena, MT 59620-2501.
3. If your certificate has expired, contact either your college/university or the Director of Certification at OPI (see above).
4. It is the responsibility of those elected to register certificates with the Cascade County Superintendent Schools.

EMPLOYMENT

Employment opportunities are best for candidates who have interest and preparation directed toward meeting the varied needs of students - goal oriented instruction, basic skills development, math and/or science and other certain specialized areas of instruction.

**COMMUNICATIONS
FROM THE DISTRICT**

You may wish to contact the superintendent's office regarding the status of your application or the employment situation. The superintendent's office will not initiate contact with you unless there is a specific reason to do so. Staff vacancies within the Centerville School district are always, when open to the general public, published in the Great Falls Tribune. In addition, vacancies are posted on the Office of Public Instruction web site.

**RENEWAL OF
APPLICATION**

Applications will be active until November 1 following the date of receipt. To be considered for a subsequent school year, it will be necessary for you to fill out a renewal form, which may be obtained from the superintendent's office.

CERTIFIED APPLICATION FORM

Centerville School
693 Stockett Road – Box 100 Sand
Coulee, Montana 59472

AN EQUAL OPPORTUNITY EMPLOYER THAT
ENCOURAGES APPLICATIONS FROM ALL PERSONS
REGARDLESS OF RACE, RELIGION, SEX, AGE,
NATIONAL ORIGIN OR HANDICAP.

Date of this application: _____

APPLICATION OF:

FOR DISTRICT USE ONLY

Date of Application _____

Application Materials Received:

Transcripts Placement

File Certificate

Ethnic Status _____

Interviewed by _____

Rejection Letter _____

Elected _____ Accepted _____

Position _____

Creditable Years of Experience

Degree + +

base credits step

_____ _____ _____

Mr., Mrs., Ms. _____

Last

First

Middle Initial

Present Address: _____

Street

City

State

Zip

Telephone Number: _____

E-mail: _____

Social Security Number _____ - _____ - _____

For what specific position are you applying? _____

Major area of preparation _____ Minor area of preparation _____

When can you begin work? _____

Are you currently under contract? _____ Dates of contract _____

To the applicant: After completing this form, please return it to the Office of the Superintendent,
Centerville School, 693 Stockett Road, Sand Coulee, MT 59472
DO NOT SEND ELECTRONIC COPIES; DO NOT EMAIL APPLICATION;
HARD COPIES ONLY – MAIL OR HAND CARRY

Applications will be active until November 1 following the date of receipt. To be considered for a subsequent school year, applicant must fill out a renewal form which may be obtained from the Superintendent's Office.

COMPLETED EDUCATION:

Name and Location of School	Completed Degrees	Date Graduated	Quarter Hours	Cumulative GPA

(Note: If your work is listed in semester hours, so note)

Major subject(s) and quarter (semester) hours credit _____

Minor subject(s) and quarter (semester) hours credit _____

Additional graduate credits taken since last completed degree: _____

STUDENT TEACHING EXPERIENCE (beginning teachers only):

Name and Location of School	Dates	Level of Experience: Subjects Taught

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

Name and Location of School	Dates	Number of Years	Administrative duties; grade levels	Extracurricular Assignments

Total years of certified service (Do not count partial years) _____

This school district screens prospective employees to determine whether an applicant poses a risk of harm to the children it serves. Information obtained from this disclosure is not an automatic bar to employment, but is considered in conjunction with all relevant facts and circumstances.

This disclosure must be completed by an applicant in order for the applicant to be considered for the position. Any falsification, misrepresentation or incompleteness in this disclosure is grounds for disqualification or termination from the position. The district will keep this disclosure confidential to the extent provided by Montana law concerning individual rights of privacy.

For each of the following conducts, record a number from the list provided at the bottom of this page:

- Any felony;
- Rape or other sexual assault;
- Drug/alcohol-related offenses;
- Abuse of a minor child, whether physical or sexual;
- Incest;
- Kidnapping, false imprisonment or abduction;
- Sexual harassment;
- Sexual exploitation of a minor;
- Sexual contact with a minor;
- Molestation of a minor or child; Lewdness or indecent exposure;
- Publishing or distributing of obscene literature;
- Assault, battery or other offense involving a minor;
- Endangerment of a child;
- Any misdemeanor or other offense classification involving a minor or to which a minor was a witness;
- Unfitness as a parent or custodian;
- Removing children from a state or concealing children in violation of a law or court order;
- Restrictions on contact or visitation with children or minors (except for visitation rights set in a divorce or separation proceeding).

If you answered any number **other than** "1" for any of the conducts stated above, please explain the circumstances relating to the conduct(s), including the date when and place where the conduct(s) occurred.

1. Numbers (2) through (10) do not apply to me.
2. I have been convicted of this conduct.
3. I have pled guilty to this conduct.
4. I have pled nolo contendere or no contest to this conduct.
5. I have admitted that I undertook this conduct.
6. I have had a judgment or order entered against me (whether by default or otherwise) for this conduct.
7. I have settled an action or claim regarding allegations concerning this conduct.
8. I have had a license, certificate or employment suspended, revoked, terminated or otherwise limited because of allegations concerning this conduct.
9. I have resigned under threat of termination of employment or volunteer work because of allegations concerning this conduct.
10. I have charges pending in relation to this conduct in an administrative or judicial (civil or criminal) proceeding.

PROFESSIONAL DATA:

Are you working at the present time? _____ If so, where? _____

Phone _____

May we contact your references, including your present employer, for recommendations? _____ Yes

_____ No (If no, please explain) _____

Are you willing to attend and supervise school activities as assigned? _____

Will you participate willingly in committee and other professional work? _____

Please indicate areas where you have experience or ability to assist in our extracurricular program. This includes such areas as music, forensics, publications and athletics

1. _____ 2. _____ 3. _____

REFERENCES:

Give as references persons who are qualified to attest to your fitness for the position you seek. Include specifically persons for whom you have taught and those who know your ability and character.

DO NOT SAY "REFER TO MY CREDENTIALS".

Name and Title of Reference	Name of Business or School	Address and Telephone Number

CERTIFICATION:

Do you have a valid Montana certificate? _____ Folio number _____

Class of Certificate _____ Level of Certificate _____ Expiration Date _____

Endorsements _____ If _____

you do not hold a Montana certificate, proof of application must be provided before your application can be processed. Write to Director of Certification, Office of Public Instruction, P O Box 202501, Helena, MT 59620-2501 regarding your eligibility for a Montana certificate. Furnish information to this office regarding certification as soon as you receive it from OPI. Centerville School does not assume any responsibility for your certification. Failure to register your teaching certificate with 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.

IMPORTANT:

Applications will not be considered eligible for consideration unless all requested information is on file. It is your responsibility to request your college or university to provide us with a transcript and placement file. Further, all information on the application form should be accurately completed.

I hereby authorize Centerville School to inquire as to my record with any or all of my former and/or current employers or references with no liability arising therefrom. I hereby guarantee the correctness of the above statement. The making of any false statement herein will be sufficient cause for dismissal. I also authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal.

Signature of Applicant_____
Date

CENTERVILLE SCHOOL IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

State law requires that employers keep records of the race and sex of applicants and employees to facilitate enforcement of equal employment opportunity laws.

This statement will be filed separately from all of your other employment records. As required by state law, it will be only available to the administration of the school district and federal and state employment enforcement officers.

Complete the following information and return with your completed application to the superintendent's office at Centerville School.

Name: _____

Date: _____

Sex: _____ Female _____ Male

ETHNIC GROUP:

Check one of the following:

ALASKA NATIVE -A person having origins in any of the original peoples of North America and maintains cultural identification through tribal affiliation or community recognition.

AMERICAN INDIAN -A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

ASIAN AMERICAN - A person having origins any of the original peoples of subcontinent, the Pacific Islands or the Far East; for example, China, Japan, Korea

BLACK - (not of Hispanic origin) - A person having origins in any of the Black racial groups of Africa

FILIPINO – A person having origins in any of the original peoples of the Philippine Islands.

SPANISH AMERICAN -A person of Mexican, Puerto Rican, Cuban, Central or South or other Spanish culture or origin, regardless of race.

WHITE - (not of Hispanic origin) - A person having origins any of the original peoples of Europe, North Africa or the Middle East.

OTHER – (Specify) _____

**IMPORTANT: YOUR APPLICATION FILE BE CONSIDERED
INCOMPLETE WITHOUT THIS SHEET**

Applicant Rights and Consent to Fingerprint – Policy 5122F

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ by Centerville Public Schools that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at DOJCRISS@mt.gov or 406-444-3625.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency.

Signed:

Name

Date

¹ Written notification includes electronic notification but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

NCPA/VCA Applicants

To _____:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to (write in Agency or Entity name) _____ Centerville Public Schools _____ for the position of (please be specific) _____.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act(VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

1. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
2. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
3. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.

The entity shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the qualified entity. The entity shall make reasonable efforts to respond to the inquiry within 15 business days.

Your Name: _____

First

Middle

Maiden

Last

Date of Birth: _____

Address: _____

City

State

Zip

I have been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances and outcome]:

I have not been convicted of, nor am I under pending indictment for, any crimes

I authorize Montana Department of Justice, Criminal Records and Identification Services Section to disseminate criminal history record information to _____

Signature of Applicant

Date