



Harlem School District # 12

"We are here to Provide a Learning Environment that encourages Excellence."



MINIMUM AGE REQUIREMENT OF 21 YEARS OF AGE FOR DISTRICT EMPLOYMENT POSITIONS WHERE THE INDIVIDUAL IS SUPERVISING STUDENTS.

Anyone interested in applying for any position in our District must have a Fingerprint Background check according to Harlem Public Schools Board Policy #5122 and 5122F2 at your cost. Harlem Schools Business Office can do fingerprinting.

Fingerprint Cost \$27.25

**Check or money order only
payable to: Montana Dept.
of Justice.**

Thank You.

For office use only:
____ Board Approval
____ Background Check
____ T.B. Test

Harlem Public Schools
P.O. Box 339
Harlem, MT 59526

Harlem Public Schools is an Equal Employment Opportunity Employer

Employment Application

Personal Data

Name (last, first, middle)

Date

Address

City

State

Zip Code

Home Phone ()

Message Phone ()

If employed, can you provide proof of U.S. citizenship?

Yes No N/A

Are you 21 years of age?

Yes No

Position(s) applying for

Referred by

Education Record

High School

Dates attended

Address

College/University

Dates attended

Address

Degrees or diplomas

Trade or technical training

Dates attended

Address

Degree or diplomas

Military Service

Branch of service

Dates of service

Duties/Special training

Employment History

Begin with most recent employer. Attach additional sheet if needed.

1. Employer Dates of employment

Address

City State Zip Code

Phone () Beginning salary Ending salary

Title/duties

Manager's name

Why did you leave?

2. Employer Dates of employment

Address

City State Zip Code

Phone () Beginning salary Ending salary

Title/duties

Manager's name

Why did you leave?

3. Employer Dates of employment

Address

City State Zip Code

Phone () Beginning salary Ending salary

Title/duties

Manager's name

Why did you leave?

References

List three employer references that are familiar with the quality of your work, have worked directly with you, and have known you at least two years.

1. Reference

Work phone ()

Home phone ()

Address

City

State

Zip Code

Relationship

2. Reference

Work phone ()

Home phone ()

Address

City

State

Zip Code

Relationship

3. Reference

Work phone ()

Home phone ()

Address

City

State

Zip Code

Relationship

Personal Data

Have you been convicted of a crime (other than traffic violations) or been imprisoned during the last ten years?
A conviction will not necessarily bar you from employment. Yes No

Explain:

Names of friends or relatives that are employed by this company or on the school board of trustees:

Do you have any physical or mental disability that may limit your performance in the job you are applying for?
If so, what can be done to accommodate your limitations?

Assurance Page

Have you ever:

- A. Been convicted of a violation of law other than a minor traffic violation? ↑ Yes ↑ No
- B. Pleaded guilty and had your guilty plea held in abeyance in a criminal proceeding? ↑ Yes ↑ No
- C. Been placed on probation in conjunction with a criminal charge or conviction? ↑ Yes ↑ No
- D. Been released from or denied a return contract? ↑ Yes ↑ No
- E. Had disciplinary action against your license or had it revoked or suspended? ↑ Yes ↑ No

If you answered yes to any of the above, provide a letter of explanation.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that omission or misrepresentation of material fact may result in refusal of or separation from employment.

I expressly authorize the release to the educational agency receiving this application any records or information which may refer or relate to this application for employment, including, but not limited to, records of educational institutions, law enforcement or criminal justice agencies, agencies maintaining child abuse records, and previous employers.

I hereby release and discharge the educational agency receiving this application and any responsible person(s) employed by the agency from any and all claims and liability which I may have or ever claim to have relating to information provided to the educational agency as part of this application for employment.

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 and approved by the Board of Trustees.

APPLICANT NAME

DATE

STATE OF: _____

COUNTY OF: _____

On this ____ day of _____, 20____, before me, a Notary Public of the state of _____, personally appeared _____, known to me to be the person named in the foregoing release, and acknowledged to me that _____ executed the same as _____ free act and deed, for the purposes therein mentioned.

IN WITNESS THEREOF, I hereunto set my hand and affixed my notarial seal the day and year in this certificate first above written.

Notary Public Signature

State of _____

Residing at _____

County of _____

My commission expires _____

**APPLICATION AND NOTICE PURSUANT TO THE NATIONAL CHILD PROTECTION ACT OF
1993 AS AMENDED BY THE VOLUNTEERS FOR CHILDREN ACT**

5122F²

To Whom It May Concern:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to Harlem School District 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.

Pursuant to the VCA, the district (a) to which you have applied for employment or to serve as a volunteer, or (b) by which you are employed or serve as a volunteer requests a background check. Your rights and responsibilities under the VCA are as follows:

1. Provide a set of fingerprints. [I understand the fingerprint background check will be at my expense]. These fingerprints will be used to conduct a search of FBI criminal history records. The district conducting this background check may use the resulting record only for the authorized purpose(s) 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. 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).
2. 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).
3. 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.
4. You are entitled to (a) obtain a copy of the background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before a final determination is made by the state government agency performing the background check. If district policy permits, its officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If the district 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 <http://www.fbi.gov/about-us/cjis/background-checks> or by contacting Montana Criminal Records and Identification Services at PO Box 201403, Helena MT 59620. 28 CFR, 16.30 through 16.34.
5. Prior to the completion of the background check, the district may choose to deny you unsupervised access to a person to whom the district provides care.

The Superintendent 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 Board of Trustees. The District shall make reasonable efforts to respond to the inquiry within 15 business days.

TO: _____

POSITION: _____

FROM: School Nurse
Harlem School District
Box 339
Harlem, MT 59526

Date: _____

RE: Administrative Rules of Montana 16.28.1005 (a) No public or private school as defined in 20-5-402, MCA, or school cooperative may initially employ or continue to employ a person unless that person had provided the school, the cooperative, or the district to which the school belongs with:

- (i) Documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of the tester and the date and type of test administered, unless the person provides written medical documentation that s/he is a known tuberculin reactor, in which section (6) applies; and
- (ii) If the test results are positive, documentation in the form of a written statement from a physician that the physician has confirmed that the person does not have communicable tuberculosis.

Please provide the Harlem School Nurse with the above specified documentation by _____. Please use the attached form. If the test results were positive please provide a physician's statement described above.

Call the school nurse (353-2258) if you have any questions.

Harlem School District

PERSONNEL

5010

Equal Employment Opportunity and Non-Discrimination

The District will provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform essential functions of a job with reasonable accommodations, and other legally protected categories.

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District.

A person with an inquiry regarding discrimination should direct their questions to the Title IX Coordinator. A person with a specific written complaint should follow the Uniform Complaint Procedure.

Cross Reference: 1700 Uniform Complaint Procedure

Legal Reference: Age Discrimination in Employment Act, 29 U.S.C. §§ 621, et seq.
Americans with Disabilities Act, Title I, 42 U.S.C. §§ 12111, et seq.
Equal Pay Act, 29 U.S.C. § 206(d)
Immigration Reform and Control Act, 8 U.S.C. §§ 1324(a), et seq.
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, et seq.
Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), et seq., 29 C.F.R., Part 1601
Title IX of the Education Amendments, 20 U.S.C. §§ 1681, et seq., 34 C.F.R., Part 106
Montana Constitution, Art. X, § 1 - Educational goals and duties
§ 49-2-101, et. al., MCA Human Rights Act
§ 49-3-102, MCA What local governmental units affected

Policy History:

Adopted on: March 15, 2000

Revised on: October 14, 2008