



# 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                      \$30.00**

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

Thank You.

## FALL SPORTS

### **Head Coach**

- Head Football
- Head Volleyball
- Head Cross Country
- Cheerleader Adv.

### **Asst. Coaches**

- Asst. Football
- J.H. Football (2 positions)
- Asst. Volleyball
- J.H. Girls Basketball (2 positions)
- Asst. Cross Country
- Jr. High Cross Country
- Jr. High Cheerleader

## WINTER SPORTS

### **Head Coach**

- Head Girls Basketball
- Head Boys Basketball
- Head Wrestling
- Speech & Drama
- Pep Band
- Cheerleader Adv.

### **Asst. Coaches**

- Asst. Girls Basketball
- J.H. Girls Volleyball (2 positions)
- Asst. Wrestling
- Jr. High Wrestling
- Asst. Boys Basketball
- Freshman Boys Basketball
- J.H. Boys Basketball
- Asst. Speech & Drama

## SPRING SPORTS

### **Head Coach**

- Head Track
- Head Golf
- Head Softball

### **Asst. Coaches**

- Asst. HS Track
- JH Track (2 positions)
- Asst Golf
- Asst. Softball

**Harlem Public Schools**  
**PO Box 339**  
**Harlem, MT 59526**

**For office use only:**  
\_\_\_\_ Background Check  
\_\_\_\_ Board Approval  
\_\_\_\_ Drug Screen  
\_\_\_\_ Payroll Paperwork  
\_\_\_\_ Contract

Harlem Public Schools is an Equal Employment Opportunity Employer

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## Employment Application

### Personal Data

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Name (last, first, middle) Date

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Address

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City State Zip Code

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Home Phone ( ) Message Phone ( )

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If employed, can you provide proof of U.S. citizenship?  Yes  No  N/A

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Are you 21 years of age?  Yes  No

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Position(s) applying for

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Referred by

### Education Record

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High School Dates attended

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Address

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College/University Dates attended

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Address

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Degrees or diplomas

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Trade or technical training Dates attended

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Address

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Degree or diplomas

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**EXPERIENCE History**

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List experience related to position applied for.

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**MHSA COACHING TEST**

Date completed \_\_\_\_\_

**Personal Data**

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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?

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## 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

# Assurance Page

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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.

\_\_\_\_\_  
**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 \_\_\_\_\_

## Applicant Rights and Consent to Fingerprint

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 notification<sup>8</sup> by Harlem School District 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.<sup>9</sup>

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.<sup>10</sup>

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 <http://www.fbi.gov/about-us/cjis/background-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 [dojitsdpublicrecords@mt.gov](mailto:dojitsdpublicrecords@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:

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Name

Date

<sup>8</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>9</sup> See 28 CFR 50.12(b).

<sup>10</sup> 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).





## PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Social Security Account Number (SSAN).** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**Additional Information:** The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

## 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