



# Harlem School District # 12

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



## **Administration Application for Employment Instructions and Information**

Please complete all pages of the application fully. Furnishing information on the application is mandatory unless otherwise stated. Do not complete the application by stating "see attached resume."

- The following application material must be submitted to be considered:
  1. A completed Application Form, legibly typed or in pen. **Incomplete applications will not be considered.**
  2. A cover letter.
  3. Five (5) letters of professional reference OR
  4. Your university placement file.
  5. A copy of your transcripts (official transcripts will be required if a job offer is made).
  6. A copy of your current administrative certificate.
- Applicants must be at least 21 years of age for any position involving student supervision.
- All applicants must have a completed fingerprint background check (Board Policy #5122 and 5122F2) at their expense prior to employment. A check or money order in the amount of \$30 can be made out to Montana Dept. of Justice.
- Applications must be received at the District Office by the posted deadline, in order to be considered.
- Application and supporting materials will not be returned.

Harlem School District #12 is an equal opportunity employer.

### **Submit completed application to:**

Harlem School District #12  
PO Box 339  
Harlem, MT 59526

**Harlem School District #12**

PO Box 434

Harlem, MT 59526

*"We are here to provide a learning environment that encourages excellence."*

For office use only:

\_\_\_\_\_ Date Received

\_\_\_\_\_ Date Interviewed

\_\_\_\_\_ Initials

**APPLICATION FOR ADMINISTRATION/ADMIN SUPPORT**

Position(s) you are applying for: \_\_\_\_\_

<b>Name in full</b>					
Last:		First:		Middle:	
<b>Mailing Address</b>					
Street:		City:		State/ Zip Code:	
<b>Permanent Address</b>					
Street:		City:		State/ Zip Code:	
Cell phone:		Home phone:		Work phone:	
Email Address:					
<b>Education:</b> Full information and dates are required					
University/College	Location	Major	Minor	Degree	Year
Number of Quarter/ Semester Hours in Major:				In Minor:	

Complete a history of related experience. This information is used to determine beginning salary. List last employer first. **ACCURATE AND COMPLETE INFORMATION IS REQUIRED.**

Employer Name/Address/Phone #	Title	Dates From To	# of Months	Full/Part Time

**References:** List three administrators and/or school board members familiar with your career.

Name	Business/School Name	Telephone Number	Position

Do you hold a valid administrative certificate? *If no, please give details in your cover letter.*

Montana \_\_\_\_\_

Expiration Date \_\_\_\_\_

Other State \_\_\_\_\_

Expiration Date \_\_\_\_\_

**Military:** Employment Preference Form must be completed in order to claim Veteran's Preference

Dates of Service:	Branch:	Reserves:	Discharged?
-------------------	---------	-----------	-------------

**Please answer the following questions:**

1. Do you have the legal right to work in the United States:  
 Yes                       No
2. Are you able, with or without reasonable accommodation, to perform the functions of the job for which you are applying?  
 Yes                       No
3. Have you ever been released or discharged from employment or resigned to avoid such release or discharge:  
 Yes                       No

If yes, please explain. Include the date of discharge or resignation and the reason for discharge or resignation.

---

---

---

---

4. I hereby certify that (check the applicable box and provide the information requested):

I have not pleaded guilty to or been convicted of any violation of criminal law including criminal convictions resulting from a deferred sentence or a plea of Nolo contendere/no contest (minor traffic offenses excepted).

I have pleaded guilty to or have been convicted of at least one violation of Criminal law. Please attach and sign a complete description of the circumstances surrounding such conviction. (This may not necessarily disqualify a person from consideration from employment).

5. List names of friends or relatives that are employed by or trustees of Harlem School District #12.

---

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 Harlem School District #12 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 Harlem School District #12 and any responsible person(s) employed by the district 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.

---

Signature of Applicant

---

Date