



Harlem School District # 12

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



Classified/Substitute 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. Any professional licenses or certifications.
 3. College transcripts, if applicable.
- 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 CLASSIFIED/SUBSTITUTE EMPLOYMENT

Position(s) you are applying for: _____

Applicant Information

Last Name		First		M.I.	
Mailing Address					
City		State		Zip	
Cell Phone		Home Phone			
Date Available		Email			

Education: Newest to Oldest

School	Location	From	To	Degree	Area of Study

Number of College Quarter/ Semester Hours	
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Military: Employment Preference Form must be completed in order to claim Veteran's Preference

Dates of Service:	Branch:	Reserves:	Discharged?
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Please answer the following questions only if applying for a Bus Driver position:

- Do you have a CDL with "S" endorsement? _____ Yes _____ No
- Do you have a current First Aid/CPR card? _____ Yes _____ No
- Do you have a current physical exam? _____ Yes _____ No

Previous Employment			
Company		Phone	
Address		Supervisor	
Job Title		Starting Salary\$	Ending Salary\$
Responsibilities			
Reason for Leaving		From	To
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title		Starting Salary\$	Ending Salary\$
Responsibilities			
Reason for Leaving		From	To
May we contact your previous supervisor for a reference?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Company		Phone	
Address		Supervisor	
Job Title		Starting Salary\$	Ending Salary\$
Responsibilities			
Reason for Leaving		From	To
May we contact your previous supervisor for a reference?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Company		Phone	
Address		Supervisor	
Job Title		Starting Salary\$	Ending Salary\$
Responsibilities			
Reason for Leaving		From	To
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			
References			
Name	Business/School Name	Telephone Number	Position

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