



**Trout Creek School District #6**  
**4 School Lane**  
**Trout Creek, MT 59874**  
**406-827-3629**  
**Fax 406-827-4185**

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## APPLICATION FOR CERTIFIED TEACHER

\*TROUT CREEK SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER THAT ENCOURAGES APPLICATIONS FROM ALL PERSONS REGARDLESS OF RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY.

Position applied for \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip Code

Permanent Address \_\_\_\_\_  
Street City State Zip Code

Telephone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_ Social Security # \_\_\_\_\_

### CERTIFICATION:

List all areas in which you hold a valid Montana Teaching Certificate and/or out-of-state teaching certificates.

AREA OF CERTIFICATION	ISSUING STATE	EXPIRATION DATE

### EDUCATION:

DATE	NAME & ADDRESS OF INSTITUTION	MAJOR	MINOR	YEAR GRADUATED	DEGREE

STUDENT TEACHING: Beginning teachers only.

Where: \_\_\_\_\_

When: \_\_\_\_\_

Subjects taught and grade level: \_\_\_\_\_

PROFESSIONAL EXPERIENCE: Present or most recent first.

DATES FROM/TO		NAME OF EMPLOYER	ADDRESS, CITY, STATE & ZIP CODE	POSITION
May we contact?		TELEPHONE:		
EXTRA-CURRICULAR ACTIVITIES:				
DATES FROM/TO		NAME OF EMPLOYER	ADDRESS, CITY, STATE & ZIP CODE	POSITION
May we contact?		TELEPHONE:		
EXTRA-CURRICULAR ACTIVITIES:				
DATES FROM/TO		NAME OF EMPLOYER	ADDRESS, CITY, STATE & ZIP CODE	POSITION
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EXTRA-CURRICULAR ACTIVITIES:				
DATES FROM/TO		NAME OF EMPLOYER	ADDRESS, CITY, STATE & ZIP CODE	POSITION
May we contact?		TELEPHONE:		
EXTRA-CURRICULAR ACTIVITIES:				

REFERENCES: References should include superintendents, principals, or other work related persons who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent or principal of the two most recent schools in which employed.

NAME	POSITION	ADDRESS, CITY, STATE & ZIP CODE
	TELEPHONE	
NAME	POSITION	ADDRESS, CITY, STATE & ZIP CODE
	TELEPHONE	
NAME	POSITION	ADDRESS, CITY, STATE & ZIP CODE
	TELEPHONE	

**OTHER QUALIFICATIONS:**

Summarize any special job-related skills and qualifications from employment or other experience you feel may be helpful in considering your application. i.e. honors, awards, activities, technology skills, or professional development activities.

**BACKGROUND CHECK:**

Background Questions	YES	NO
1. Have you ever been convicted of, admitted convicting, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)?		
2. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while on charges against you or an investigation of your behavior was pending?		
3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private?		
4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer?		
If any of the above statements have been answered "yes" explain.		

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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My commission expires

TROUT CREEK SCHOOL DISTRICT #6  
IS AN AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER

State Law requires that employers keep records on the race and sex of applicants and employees to facilitate the enforcement of Equal Opportunity laws.

This statement will be filed separately from all of your other employment records. As required by state law, it will be available only to the School District Personnel Department and Federal and state Employment Enforcement Officers.

Complete the following information and return with your completed application to TROUT CREEK SCHOOL DISTRICT #6

SEX:            \_\_\_\_\_ Male            \_\_\_\_\_ Female            DATE: \_\_\_\_\_

ETHNIC GROUP: CHECK ONE (1) OF THE FOLLOWING.

\_\_\_\_\_ ALASKA NATIVE: A person having origins in any of the original peoples of North America and who 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 in any of the original peoples of the Indian Subcontinent, the Pacific Islands, or the Far East. Examples: 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 Rico, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

\_\_\_\_\_ WHITE: (Not of Hispanic Origin) A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

\_\_\_\_\_ OTHER: (Specify) \_\_\_\_\_

YOUR APPLICATION IS INCOMPLETE WITHOUT THIS SHEET.

## NONCRIMINAL JUSTICE APPLICANT'S RIGHTS

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 a job or 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 Trout Creek School District 6 that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, 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 job, 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. (See 28 CFR 16.30 through 16.34.)

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 for non-criminal justice purposes.*

I do ☐ do not ☐ want a copy of the Privacy Act Statement.

Signed:

\_\_\_\_\_  
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).

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

5122F

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 \_\_\_\_\_ School District (the 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 [district] [Superintendent] [administration] 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.

Your Name: \_\_\_\_\_  
First Middle Maiden Last

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt.

\_\_\_\_\_  
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.

Your signature below acknowledges this entity has informed you of your privacy rights for fingerprint-based background check requests used by the entity for non-criminal justice purposes.

I have been provided with a copy of this form. I have read and understood the foregoing and my certification is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant