

# **CASCADE PUBLIC SCHOOLS**

**Cascade School District No. 3&B**

**321 Central West – PO Box 529**

**Cascade, Montana 59421**

**Email: [nthaut@cascade.k12.mt.us](mailto:nthaut@cascade.k12.mt.us)**

**(406) 468-9383, ext. 123 (Office) (406) 468-2212 (Fax)**

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## **APPLICATION PROCEDURE** **Certified Position**

Cascade Public Schools Cascade, Montana

Applicant Information

### **Applicant Information for Certified District Vacancy**

#### **Notice of Vacancy**

1. Applicants are invited to officially apply after the official Notice of Vacancy has been advertised. Present staff personnel will be notified first.
2. Contacts before the publication of the Notice of Vacancy are not considered as part of the application process.

#### **Components of a Completed Application**

1. A Letter of Application is required for **each** position for which an applicant is requesting consideration. Each letter **must** state the specific position applied for. **Applicants with complete applications already on file must submit a letter of application each time a vacancy is posted to request their file be activated for consideration for the specific position.**
2. Complete and submit the District's formal certified application form.
3. Submit your professional resume.
4. Certified applicants must also:
  - a. Request that your personal credentials be mailed from your placement bureau **or** three letters of recommendation.
  - b. Send to this school district a complete set of college transcripts (copies are acceptable). If hired, originals are required.
  - c. Send a copy of your teaching certification.

#### **Processing of Applications**

1. Your application will be considered complete when **all** of the components of a "Completed Application" as listed above are **received** by the District. Applications will **NOT** be considered until **ALL** of the required information is on file with the District Office.
  2. Complete applications are reviewed by the superintendent and a screening committee.
  3. **All of the professional papers of the unsuccessful candidates are kept on file. All materials submitted become the property of Cascade School District and will not be returned by mail. If a candidate would like his/her file back, arrangements need to be made with the District to receive materials.**
  4. **If you have previously applied within the last year you may ask for the items on file to be included in the present application process. It is the responsibility of the candidate to update the application.**
  5. The successful candidate will be informed of the Selection Committee's recommendation to hire and the final formal Board approval. All other candidates will be notified upon completion of the hiring procedure. **The successful candidate must submit a completed fingerprint background check and a current TB test before employment occurs.**
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# APPLICATION FOR SCHOOL DISTRICT EMPLOYMENT

## CASCADE SCHOOL DISTRICT

<b>Position for which you are applying:</b>			
<b>Name:</b>		<b>Date:</b>	
<b>Address:</b>			
<b>City, State, &amp; ZIP:</b>	<b>Home Phone:</b>	<b>Work Phone:</b>	
<b>E-Mail Address</b> (If available):			
<b>Do you hold a license or certificate related to the job?</b>	If yes, what types(s)? (1) Class _____ Level _____ Folio Number _____ (2) Class _____ Level _____ Folio Number _____		
<b>Endorsements:</b>			

### STUDENT TEACHING EXPERIENCE: (Beginning Teachers Only)

Name & Location of School	Dates	Level of Experience	Subjects Taught

### SUBSTITUTE TEACHING EXPERIENCE: Identify any Long-Term Substitute Experience

School & Location	Subject & Grade/s Taught	From	To	Name & Phone # of supervisor

### PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Do you have the legal right to work in the United States?  Yes  No (Please check appropriate box.)
2. Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying?  Yes  No (Please check appropriate box.)
3. Have you ever been released or discharged from employment or resigned to avoid such release or discharge?  Yes  No (Please check appropriate box.) If yes, please explain. Include date of discharge or resignation and 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. (Minor traffic offenses need not be reported)
- 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 for employment.)

# APPLICATION INFORMATION FOR DISTRICT VACANCY

## CASCADE PUBLIC SCHOOLS

**EDUCATION & TRAINING:** Please list college or vocation programs that you have completed. If the space provided is inadequate, attach additional information to this application:

<b>Post High School Institution:</b>	
Degree or Training:	
Dates of Attendance:	
<b>Post High School Institution:</b>	
Degree or Training:	
Dates of Attendance:	
<b>Post High School Institution:</b>	
Degree or Training:	
Dates of Attendance:	

**TEACHING RECORD:** List your teaching experience, with your most recent employment first. Describe your employment history, accounting for your last two but no more than three positions. DO NOT substitute a resume. You may attach additional information.

<b>Most recent School</b>			
<b>Grades &amp; Subjects Taught:</b>		<b>No. Yrs In Position:</b>	<b>Dates:</b>
<b>Address:</b>			
<b>Contact Person:</b>		<b>Title:</b>	<b>Telephone:</b>
<b>Extra-Curricular Assignments:</b>			
<b>Reasons for Leaving:</b>			

<b>Next School:</b>			
<b>Grades &amp; Subjects Taught:</b>		<b>No. Yrs In Position:</b>	<b>Dates:</b>
<b>Address:</b>			
<b>Contact Person:</b>		<b>Title:</b>	<b>Telephone:</b>
<b>Extra-Curricular Assignments:</b>			
<b>Reasons for Leaving:</b>			

# APPLICATION INFORMATION FOR DISTRICT VACANCY

## CASCADE PUBLIC SCHOOLS

Next School:				
Grades & Subjects Taught:		No. Yrs In Position:	Dates:	
Address:				
Contact Person:		Title:		Telephone:
Extra-Curricular Assignments:				
Reasons for Leaving:				

List Professional memberships including offices held, honors/awards received, publications, civic and community activities, etc. \_\_\_\_\_

Are you currently under contract? Yes  No  With Whom? \_\_\_\_\_

State the reason for leaving your present or last position \_\_\_\_\_

**REFERENCES:** Give as a reference people who are qualified to attest to your fitness for this position. Specifically, include persons for whom you have taught and /or who know your ability and character.

**DO NOT SAY, "REFER TO MY CREDENTIALS" OR "REFER TO MY RESUME"**

Name	Title	Address	Phone (home and work)
1.			
2.			
3.			

**MILITARY SERVICE RECORD**

Have you ever served in the armed forces?  Yes  No If yes, what branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ to \_\_\_\_\_  
Month Day Year Month Day Year

Rank at discharge \_\_\_\_\_ What were your duties in the Service (include special training and duty station)? \_\_\_\_\_

**APPLICATION INFORMATION FOR DISTRICT VACANCY  
CASCADE PUBLIC SCHOOLS**

To make your application complete, please respond to the following questions.

**1. Briefly describe your approach to classroom management. Include comments on student discipline.**

**2. In dealing with a wide range of student abilities, what are ways you might differentiate learning?**

**3. Briefly describe how you would use technology in your classroom.**

**4. What special qualifications or qualities do you possess that will enhance our district?**

**APPLICATION INFORMATION FOR DISTRICT VACANCY**  
**CASCADE PUBLIC SCHOOLS**

CASCADE SCHOOL DISTRICT NO. 3&B IS AN EQUAL OPPORTUNITY EMPLOYER THAT ENCOURAGES APPLICATION REGARDLESS OF RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, OR HANDICAP. THE INFORMATION CONTAINED ON THIS FORM IS SOUGHT IN GOOD FAITH. IT WILL NOT BE USED IN ANY WAY TO DISCRIMINATE AGAINST AN APPLICANT FOR EMPLOYMENT IN VIOLATION OF STATE OR FEDERAL LAW.

**AUTHORIZATION TO RELEASE INFORMATION:**

TO WHOM IT MAY CONCERN:

I, \_\_\_\_\_, am seeking employment or volunteer assignment with the Cascade School District. I acknowledge that a complete investigation into my background is necessary to protect the safety and welfare of the children in the Cascade School District. I hereby expressly and voluntarily give the Cascade School District the right to make a thorough investigation of my past employment, education and activities. I specifically authorize the release of any and all information of a confidential or privileged nature, including confidential criminal justice information as defined in Section 44-5-103(3), MCA, to the staff of Cascade School District and its agents. I hereby release the Cascade School District and any organization, company, institution, or person furnishing information to the district and its agents as expressly authorized above, from any liability for damage, which may result from any dissemination of information requested, subject to the provisions of Title 44, Chapter 5, Part 3, MCA. This document is effective until revoked in writing by me.

\_\_\_\_\_  
\*SIGNATURE

\_\_\_\_\_  
DATE

Print Full Name: \_\_\_\_\_ Print Full Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*\*All applications must be signed. If submitting by email, copy page five and return by mail, send it to P.O. Box 529 rather than 321 Central West.*

**Ethnic Origin Form**  
**Cascade School District #3&B**  
**PO Box 529**  
**Cascade, MT 59421**

Montana State law requires that employers keep records on the race and gender of applicants and employees to facilitate the enforcement of equal employment opportunity laws. This statement will be **filed separately from all of you other employment records**. As required by state law, it will be available only to the School District Human Resource Office and federal and state employment officials.

**Please complete:**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Position Applied For:** \_\_\_\_\_

**Please select:**  **Male**  **Female**      Applicant's age: \_\_\_\_\_

**Check One Ethnic Group**

	<b>ALASKA NATIVE</b> – A person having origins in any of the original peoples of the North America and who maintains cultural identification through tribal affiliation or community recognition.
	<b>AMERICAN INDIAN</b> – A person having origins in any of the original peoples of North American and who maintains cultural identification through tribal affiliation or community recognition.
	<b>ASIAN AMERICAN</b> – A person having origins in any of the original peoples of the Indian subcontinent, the Pacific Islands, or the far East: for example, China, Japan, Korea.
	<b>BLACK</b> – (not of Hispanic origin) – A person having origins in any of the Black racial groups of Africa.
	<b>FILIPINO</b> – A person having origins in any of the original peoples of the Philippine Islands.
	<b>SPANISH AMERICAN</b> – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
	<b>WHITE</b> – (not of Hispanic origin) – A person having origins in any of the original peoples of Europe, North America, or the Middle East.
	<b>OTHER</b> (please specify) _____