

FORSYH PUBLIC SCHOOLS
TEACHER APPLICATION PACKET

Applications should include the following:

- * Letter of Application
- * Completed Application
- * Current Resume'
- * Copies of Certification
- * Copies of all College/University Transcripts
- * At least three recent Letters of Recommendation
- * Consent to Fingerprint Background Check

School Information: www.forsythpublicschools.org

Community: www.forsythmt.com

FORSYTH PUBLIC SCHOOLS

www.forsythpublicschools.org

425 North 10th Avenue

PO Box 319

Forsyth, Montana 59327

(406) 346-2796

(406) 346-7455 FAX

AN EQUAL OPPORTUNITY EMPLOYER
THAT ENCOURAGES APPLICATIONS
FROM ALL PERSONS
REGARDLESS OF RACE,
RELIGION, SEX, AGE,
NATIONAL ORIGIN
OR HANDICAP

TEACHER APPLICATION

FOR DISTRICT USE ONLY

Date Application Received _____

Application Material Received:

Letter of Application _____

Resume _____

District Application _____

Narrative _____

Transcripts _____

Placement Papers/Letter of

Recommendation _____

Copy of Certificate _____

Reviewed by _____

Notification: Letter _____ Phone _____

Position _____

Creditable Years of Experience: _____

Degree _____ Credits _____

TO THE APPLICANT: After completing this form, return it to:

Dinny Bennett, Superintendent
Forsyth Public Schools
PO Box 319
Forsyth, MT 59327-0319

NAME _____
LAST FIRST MIDDLE

PRESENT ADDRESS _____
MAILING STREET
CITY STATE ZIP

TELEPHONE (PLEASE INCLUDE AREA CODE) _____

REFERRAL SOURCE: _____ ADVERTISEMENT _____ UNIV. PLACEMENT
_____ DISTRICT EMPLOYEE _____ OTHER

The information contained on this form is sought in good faith. It will not be used in any way to discriminate against any applicant for employment in violation of State or Federal law.

If information is contained in the resume, attach the resume and indicate "See Resume".

PERMANENT ADDRESS _____

MAILING

STREET

CITY

STATE

ZIP

TELEPHONE (PLEASE INCLUDE AREA CODE)

E-MAIL ADDRESS _____

MAJOR AREA(S) OF CERTIFICATION _____

MINOR AREA(S) OF CERTIFICATION _____

POSITION FOR WHICH YOU ARE APPLYING _____

OTHER POSITIONS FOR WHICH YOU ARE QUALIFIED _____

EXTRA-CURRICULAR INTERESTS

Please indicate areas in which you have experience and/or ability to assist in an extra-curricular program. This includes such areas as: Music, Speech & Drama, Annual and Athletics. List the specific activities, not just the area, for which your are qualified and willing to direct:

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

EDUCATION:

COMPLETED EDUCATION NAME AND LOCATION OF SCHOOL	COMPLETED DEGREES	DATE GRADUATED	QUARTER HOURS	CUMM GPA
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STUDENT TEACHING EXPERIENCE

(Beginning Teachers Only)

NAME AND LOCATION OF SCHOOL	DATES	NUMBER OF YEARS	TYPE OF EXPERIENCE: BLOCK PROGRAM, ALL DAY FOR QUARTER OR SEMESTER, SUBJECTS TAUGHT, ETC.
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PHONE: _____

PHONE: _____

PHONE: _____

TEACHING EXPERIENCE:

(Do not list substitute teaching, aide work, or student teaching. List only contracted teaching.)

NAME AND LOCATION OF SCHOOL	DATES	NUMBER OF YEARS	GRADE AND SUBJECT(S) TAUGHT	EXTRACURRICULAR ASSIGNMENTS
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PHONE: _____

PHONE: _____

PHONE: _____

PHONE: _____

TOTAL YEARS OF CERTIFIED/FULL-TIME SERVICE _____

(Do not include partial years of time other than full-time.)

DATE OF CONSIDERATION:

Are you presently under contract? _____ If so, Where? _____

May we contact current employer? _____ Yes _____ No (If "No", please explain)

Work Phone Number _____ (Please include area code)

Are you willing to accept your place on a salary schedule based on training and experience? _____

Will you participate willingly in committee and other professional work? _____

GENERAL HEALTH:

FOR PAST TWO YEARS (CHECK ONE) _____ EXCELLENT _____ GOOD _____ FAIR

DAYS ABSENT FROM WORK: Last Year _____ Year Before Last _____

Since you are applying for a position that involves working with children, please complete the following section and the "Consent to Fingerprint Background Check" form which is attached:

Have you within the past seven (7) years been released from prison or been convicted of any offense that involves any form of violence, such as assault, rape, child abuse, child molesting, contributing to the delinquency of minors, extortion, blackmail, coercion or any crime which involves drugs?

NO _____ YES _____ If "Yes", please explain nature of crime, place and date:

Since you are applying for a position that often involves handling of money or school district property, please complete the following section:

Have you within the past seven (7) years been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail or coercion? NO _____ YES _____ If "YES", please explain nature of crime, place and date:

NARRATIVE:

Please complete this statement in 50 words or less: If employed by the Forsyth Public Schools, I would be a significant addition to the staff and community because:

REFERENCES:

Give as references persons who are qualified to attest to your fitness for the position you seek. Include person(s) who know your ability and character. **DO NOT SAY, "REFER TO MY CREDENTIALS."**

NAME AND TITLE OF REFERENCES	NAME OF BUSINESS OR SCHOOL	ADDRESS AND TELEPHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

CERTIFICATION:

Do you hold a valid Montana Certificate? YES_____ NO_____ Folio Number _____

Class of Certificate _____, Level of Certificate _____, Expiration Date _____

If you do not hold a Montana Certificate, proof of application must accompany this application or your application will not be processed. Write to the Director of Certification, Office of Public Instruction, P.O. Box 202501, Helena, Montana 59620-2501. Forsyth School District #4 does not assume any responsibility for your certification. Failure to register your certificate with the Office of the County Superintendent of Schools within the first sixty days of school will result in the District holding any further wages until your certificate is so registered and may be cause for termination.

IMPORTANT:

Application will not be considered unless all requested information is on file. It is your responsibility to request your school of record to forward a transcript and placement file; further, all information on application should be accurately completed.

I hereby authorize Forsyth Schools to inquire as to my record with any and all of my former, current employers or references with no liability arising there from. I guarantee the correctness of this application. The making of any false statement herein will be sufficient cause for dismissal. I understand that misrepresentation or omission of facts called for is cause for dismissal.

Signature Date

FINGERPRINTS AND CRIMINAL BACKGROUND INVESTIGATIONS 5122

It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with the District involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment shall be contingent upon results of the fingerprint criminal background check, which must be acceptable to the Board in its sole discretion.

The following applicants for employment, as a condition for employment, shall be required as a condition of any offer of employment to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- a certified teacher seeking full-or part-time employment within the District;
- an educational support personnel employee seeking full- or part-time employment within the District;
- an employee of a person or firm holding a contract with the District if the employee is assigned to the District;
- a volunteer assigned within the District who has REGULAR unsupervised access to students.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the applicant shall be declared eligible for appointment or employment. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

Legal Reference: § 44-5-301, MCA Dissemination of public criminal justice information
 § 44-5-302, MCA Dissemination of criminal history record information that is not public criminal justice information
 § 44-5-303, MCA Dissemination of confidential criminal justice information
 Public Law 105-251, Volunteers for Children Act

Policy History:
Adopted on: 02/07/02
Revised on:

CONSENT TO FINGERPRINT BACKGROUND CHECK

5122F

TO WHOM IT MAY CONCERN:

I, _____, am seeking employment or volunteer assignment with the Forsyth School District. I hereby expressly 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 the Forsyth School District and its agents.

I have _____ have not _____ been convicted or adjudicated of any crime in any jurisdiction besides minor traffic offenses. Attached, if necessary, is a complete description of the circumstances surrounding the crime(s) of which I have been convicted or adjudicated in any jurisdiction. I acknowledge that I have the right to obtain a copy of the fingerprint background check obtained by the District and to challenge its accuracy if necessary. I further acknowledge that my access to children may be denied prior to completion of the fingerprint background check.

I hereby release the Forsyth 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 the information requested, subject to the provisions of Title 44, Chapter 5, Part 3, MCA. A fingerprint background check will be at my expense and will be deducted from the initial paycheck unless other arrangements are made with the District Office.

This document is effective until revoked in writing by me.

SIGNATURE

DATE

Print Full Name: _____

Print Full Address: _____
City State Zip

Birth Date: _____ Social Security Number: _____

STATE OF MONTANA)
 : ss.
County of _____)

On this _____ day of _____, 200__, before me, a notary public of the State of Montana, personally appeared _____ known to me to be the person named in the foregoing Release, acknowledged to me that _____ executed the same as _____ free act and deed, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year in this certificate above written.

Notary Public, State of Montana
County of _____
My Commission expires _____

ELEMENTARY SCHOOL TEACHER

REPORTS TO: Building Principal

I) DESIRED MINIMUM QUALIFICATIONS:

- A) Valid Montana Teaching Certificate with proper endorsement, ((or other qualifications as approved by the Trustees).
- B) Ability to write reports and business correspondence.
- C) Ability to effectively present information and respond to questions from students, parents, staff, and the community.
- D) Ability to handle stressful situations.
- E) Ability to maintain confidentiality of employment and student matters.
- F) Ability to effectively manage time and responsibilities.

II) ESSENTIAL FUNCTIONS:

- 1) Plans and develops course of study suitable for a particular grade level following curriculum guidelines of District and state requirements.
- 2) Develops and presents specific lesson plans, using a variety of means, including lectures, projects, group discussions, exhibits, field trips, audio-visual and library resources, computers, and the Internet.
- 3) Prepares assignments and tests for in-school preparation and homework. Monitors, assists, corrects, and grades student performances.
- 4) Conducts standardized tests in accordance with District policies and law.
- 5) Maintains order in the classroom and administers discipline when necessary to achieve proper behavior. May prescribe extra assignments, detention, or loss of playground privileges in cases of student misconduct.
- 6) Shares with other teachers and aides, the responsibility for monitoring areas outside of the classroom.
- 7) Keeps records of academic performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and an as-needed basis. Attends and professionally prepares for all requested parent meetings, IEPs and CSTs.
- 8) Consults with other professionals, where there appears to be evidence of learning disabilities or problems of social adjustment. Coordinates decisions with parents concerning any specialized intervention, which appears warranted.
- 9) Reports cases of suspected child abuse according to state law.

- 10) Complies with Board policies, rules, regulations, and directives.
- 11) Recommends promotion and/or placement of students in appropriate classroom situation for ensuing year.
- 12) Participates in faculty meetings, educational conferences, professional training seminars, and workshops.
- 13) Supervises classroom aides and volunteers.

Only minimum duties are listed. Other functions may be required as given or assigned.

III) EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax.

IV) WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside, but some duties will be performed outside, including recess, field trips, etc. The employee must be able to meet deadlines with severe time constraints. The employee is directly responsible for safety, well-being, and work output of students.

The noise level in the work environment is usually moderate.

V) PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

VI) MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions, which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have received a copy of this job description and understand the contents and responsibilities of this position.

Teacher

Date

THE SCHOOL DISTRICT

The Forsyth School District provides educational services to approximately 370 students, K-12, who are housed in one elementary (K - 6) building and one middle school/high school (7 - 12).

The district has three administrators, 32 teachers, 32 support staff members and an annual budget in excess of \$3.8 million.

Forsyth Schools have an academic reputation state-wide. The Middle School/High School provides a comprehensive curriculum. An extensive Special Education program serves young people from pre-school through age 19. Staff members are well-qualified, care about their students, and are involved in a continuous program of professional improvement. A high priority has been placed with technology acquisition and integration into the curriculum.

The curriculum reflects both a strong commitment toward instruction in basic academic skills and attention to the special needs of all students. A variety of activity programs are provided and maintained for students.

The Board, administration, staff, students, and community work well together. Forsyth has actively supported its schools and prides itself in providing quality programs for all students.

THE COMMUNITY

Located in Eastern Montana along the Yellowstone River, Forsyth serves as the cultural trade and business hub of the surrounding farming, ranching and mining area and provides services to approximately 5,000 people. The surrounding country is noted for its excellent hunting, fishing and other outdoor recreational opportunities.

The people of the area take pride in the nine hole golf course, their excellent community library, indoor swimming pool, exceptional medical and health care facilities, and many active social and civic groups. Quality housing is available at reasonable rates and prices.