

HEAD START

Rocky Boy Schools

District 87J&L
81 Mission Taylor Road
Box Elder, Montana 59521

CLASSIFIED APPLICATION

FOR DISTRICT USE ONLY:
Date of application _____
Interviewed by: _____
Rejection letter sent _____
Position for which hired _____
Step _____ Hours _____ Salary _____
Date of hire _____

An equal opportunity employer that encourages applications from all persons, regardless of race, religion, sex, age and national origin or handicap.

APPLICATION OF:

_____ Last First Middle Initial

Present Address _____
Street City State Zip Code

Telephone _____

Permanent Address _____
Street City State Zip Code

Telephone _____

Social Security Number _____

Please indicate areas in which you seek employment
Instructional Aide, Secretary, Bus Driver/Custodian, Food Service

_____ 1st Preference 2nd Preference

When can you begin work? _____

This application will be in our active file for on (1) year following the date of receipt. An applicant not selected for a position within the school year the application is submitted, must complete a new application.

To the applicant: After completing this form, please return it to the Superintendent's Office
Rocky Boy School District 87J&L, 81 Mission Taylor Road, Box Elder, MT 59521

COMPLETED APPLICATION:

	Name and location of school	Degree or Diploma	Date Graduated	Pertinent Course Work
High School				
College				
Trade, Business Correspondence School				

WORK EXPERIENCE:

Current Employer	Supervisor	Duties	From Mo. Yr.	To Mo. Yr.
Name				
Address				
City, State, Zip				

Former Employers

Begin with most recent	Supervisor	Duties	From Mo. Yr.	To Mo. Yr.
Name				
Address				
City, State, Zip				
Phone #				

Name				
Address				
City, State, Zip				
Phone #				

Name				
Address				
City, State, Zip				
Phone #				

PERSONAL REFERENCES (OTHER THAN RELATIVES AND FORMER EMPLOYERS):

Name	Address	City, State, Zip	Telephone

SKILLS:

SKILL	TRAINING	EXPERIENCE
Software Knowledge		
Fund Accounting		
Transcribing		
Taking Minutes		
Writing Contracts		
Typing – WPM		
Filing System		
Word Processing		
Custodial		
Maintenance		
Food Service		
Health Services		
CPR		
First Aid		

Are you a current parent or guardian of a Head Start student? yes no

Are you a fluent Cree speaker? yes no

PROFESSIONAL DATA:

Have you ever been convicted of a gross misdemeanor or a felony? _____

Veteran's Preference: If you are requesting Veteran's preference under 39-29-101, MCA, please request the form when applying and provide a copy of your DD-214.

Do you have a driver's license? _____ Do you have a commercial driver's license? _____

Please indicate areas where you have experience or ability to assist in our extra-curricular program. This includes such areas as athletics, drama, and publications.

1. _____ 2. _____ 3. _____

SPECIAL QUALIFICATIONS:

What special work experience, training or other qualifications do you have which you feel will make you successful in the job you are seeking?

Indicate experience which would be of value to you in working with children.

School District 87J&L requires a background check for any criminal history. Rocky Boy School implements a drug testing policy and a smoke free campus for all employees.

I hereby authorize School District 87J&L to inquire as to my record with any or all of my former and/or current employers or references with no liability arising therefrom. I hereby guarantee the correctness of the above statements. I understand that misrepresentations or an omission of the facts called for is cause for dismissal.

I am also aware that upon hire, I will be placed in a 90-day Probationary Period, and that Regular Employee status is contingent upon evaluations, drug test results, background checks, District policy violations, and driver insurability (when applicable). During my Probationary Period, I can be terminated without comment for any policy violations listed above.

Signature

Date

NOTICE TO PERSONS RELATED TO SCHOOL BOARD MEMBERS

MCA 2-2-302 makes it an unlawful act of nepotism for school board members to hire a person who is related by blood or marriage within certain degrees without publishing a special notice of the relationship in the newspaper.

Rocky Boy School board members presently are **Theodore Russette III, Wilma Tyner, Josh Seaton, Billie Jo Coffee and Russell Gopher**. If you're related to any of these persons, please state their name and their relationship to you below:

Board Member

Relationship

Board Member

Relationship

Board Member

Relationship

Board Member

Relationship