



# Valley View Elementary School

42448 Valley View Rd.  
Polson, MT 59860  
Phone: (406) 883-2208  
Fax: (406) 883-2996

## CERTIFIED APPLICATION

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

ADDRESS: \_\_\_\_\_  
Street City State Zip Code

Phone & or Cell # \_\_\_\_\_ Social Security # \_\_\_\_\_

**Only finalist candidates will be contacted to schedule interviews.**

**BEFORE A CANDIDATE CAN BE CONSIDERED FOR EMPLOYMENT, THE FOLLOWING MATERIALS MUST BE SUBMITTED BY THE POSTED VACANCY DEADLINE. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED IN THE APPLICATION POOL.**

1. Valley View Elementary School application form must be properly completed and signed on the fourth page.
2. Letter of Interest
3. Resume
4. Three Letters of Recommendation
5. Transcript copies of all colleges or universities attended, and any certifications held.

**\*FINGERPRINT BASED CRIMINAL BACKGROUND CHECKS WILL BE CONDUCTED ON ALL NEW EMPLOYEES.**

All application materials submitted by candidates become the Property of Valley View School District #35. Items on file in another application cannot be transferred to your teacher application.

### FOR CERTIFIED APPLICANTS ONLY:

Do You Hold a Valid Montana Certificate? \_\_\_\_\_ Folio # \_\_\_\_\_ Class \_\_\_\_\_ Level \_\_\_\_\_

Is your certification Elementary \_\_\_\_\_ or Secondary \_\_\_\_\_

Major Area of Preparation/endorsements \_\_\_\_\_

Minor Area of Preparation/endorsements \_\_\_\_\_

Are you currently under contract? Yes \_\_\_\_ No \_\_\_\_ with whom?

**AN EQUAL OPPORTUNITY EMPLOYER**



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## ALL APPLICANTS:

### EDUCATION AND PREPARATION: List in Reverse Order of Attendance:

HIGH SCHOOL, COLLEGE/UNIVERSITY	LOCATION	MAJOR	DEGREE	YEAR
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### Work History

Name and Location	Subject/Grade(s) Taught	Dates of Service From To Full	Number of Years	Name & Telephone Number of Supervisor
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### SUBSTITUTE TEACHING EXPERIENCE: Identify any Long-Term Substitute Experience

School and Location	Subject and Grade(s)	Taught From To	Name and Phone # of Supervisor
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## **PERSONAL DATA:**

Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_ If NO, please explain:

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Have you ever been convicted or adjudicated (a court issued order, judgment or decree) of any offense beside a minor traffic offense? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, explain the nature of the crime, place, and date of correction or sentence:

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Conviction will not necessarily disqualify an applicant from employment. The recentness, severity and pertinence of the conviction to the job will all be considered.

## **ADDITIONAL PERTINENT INFORMATION, SPECIAL SKILLS, QUALIFICATIONS,**

**LICENSES, CERTIFICATES:** Include Computer Skills and Extracurricular Experience.

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**REFERENCES:** References must be current, not older than (3) three years and a minimum of (3) three separate references.

Name Address Phone (Home & Work)\_\_\_\_\_

**Pursuant to Administrative Rule of Montana (ARM) 16.28.1005**, each District employee must provide verification that the employee has had a tuberculin (TB) test. Verification must include the date of the test, the results of the test, and the signature of the person who conducted the test. It is policy of the Valley View School District #35 Human Resource Department to require verification of a TB test from any candidate chosen for employment by Valley View School District #35 and to require submitted documentation of the results of a tuberculin test within seven (7) days of employment.

I authorize and request any and all of my former employers and any other reference to furnish to the District, or any agent acting on its behalf, any information they may have concerning my former employers, a history of my employment by them and the reasons for the termination thereof. Moreover, I hereby release each such employer and each such other person from any and all liability of whatever nature by reason of furnishing such information to the District or any agent acting on its behalf. This information will be kept confidential and will not be released to any entity, including the applicant.

All foregoing statements are true and complete. I understand that omission or misrepresentation of material fact may result in refusal of or separation from employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Valley View Elementary School #35 has **DRUG FREE AND TOBACCO FREE POLICIES**

Valley View Elementary School #35 is an equal opportunity employer which complies with federal rules and regulations, and does not discriminate on the basis of race, color, age, creed, national origin, religious preference, sex, marital status, or presence of any physical or mental disability, except insofar as such factors are valid occupational qualifications. Federal law obligates Valley View Elementary School #35 to provide reasonable accommodation to the known disabilities of applicants, unless to do so would pose an undue hardship. Please feel free to let us know if you need an accommodation to complete the application process. Accommodations are available to the physically challenged for the application process.

Applications may be mailed to:

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