

KESTER SCHOOL DISTRICT #23
Application for Employment

PLEASE TYPE OR PRINT CLEARLY USING A PEN

TODAY'S DATE: _____

NAME: _____

ADDRESS: _____

PREVIOUS NAMES: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

E-MAIL: _____

DATE AVAILABLE FOR WORK: _____

What Class License and Endorsement(s) do you hold?

Montana _____ Endorsement(s) _____ Expiration Date: _____

Other State _____ Endorsement(s) _____ Expiration Date: _____

Montana Folio Number: _____

Please answer the following questions:

1. Do you have the legal right to work in the United States?
_____ Yes _____ No
2. Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying? (Please review job description attached as Exhibit A)
_____ Yes _____ No
3. Have you ever been released or discharged from employment or resigned to avoid such releases or discharge?
_____ Yes _____ No

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). *(Please note that answers to this question may not necessarily disqualify an applicant from consideration for employment):*

- ☐ I have not pleaded guilty to, nor have I been convicted of any violation of criminal law (minor traffic offenses excepted).
- ☐ I have pleaded guilty to or I have been convicted of at least one violation of criminal law, including criminal convictions resulting from a deferred sentence or a plea of nolo contendere/no contest (minor traffic offenses excepted).

Please attach and sign a complete description of the circumstances surrounding all convictions.

EMPLOYMENT RECORD

List your employment, with your most recent employment first. Describe your employment history, accounting for the last 5 (five) positions held. You may include volunteer and paid experience.

DO NOT substitute a resume. You may attach additional information.

Most Recent Employer:		
Position:		# Yrs In Position:
Address:		
Contact Person:	Title:	Telephone:
Years Employed:	TO	
Highest Salary: \$		
Reasons for Leaving:		

Past Employer:		
Position:		# Yrs In Position:
Address:		
Contact Person:	Title:	Telephone:
Years Employed:	TO	
Highest Salary: \$		
Reasons for Leaving:		

Past Employer:		
Position:		# Yrs In Position:
Address:		
Contact Person:	Title:	Telephone:
Years Employed:	TO	
Highest Salary: \$		
Reasons for Leaving:		

Past Employer:		
Position:		# Yrs In Position:
Address:		
Contact Person:	Title:	Telephone:
Years Employed:	TO	
Highest Salary: \$		
Reasons for Leaving:		

Past Employer:		
Position:		# Yrs In Position:
Address:		
Contact Person:	Title:	Telephone:
Years Employed:	TO	
Highest Salary: \$		
Reasons for Leaving:		

REFERENCES

Name		E-Mail Address	
Title		Phone (Home and Work)	

Name		E-Mail Address	
Title		Phone (Home and Work)	

Name		E-Mail Address	
Title		Phone (Home and Work)	

EDUCATION HISTORY

Highest Degree Earned: _____

List from most recent to least recent attendance

Institution		Degree	
Location		Year	

Institution		Degree	
Location		Year	

Institution		Degree	
Location		Year	

Institution		Degree	
Location		Year	

EQUAL OPPORTUNITY EMPLOYER

Each participating school district prohibits discrimination against or harassment of any person employed by or seeking employment with the school district because of race, religion, color, sex, national origin or because of age, physical or mental disability, or genetic information, when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or gender distinction. People of disability may request reasonable accommodation in the hiring process by contacting the school district personnel office.

PROOF OF EMPLOYABILITY, TB TEST

Any applicant chosen for employment must be able to produce a social security card, driver's license, or some other acceptable form of verification of employment eligibility in the United States pursuant to Form I-9 of the U.S. Department of Justice.

Similarly, a selected applicant must provide verification of having received a tuberculin (TB) test within the past year. 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 to require verification of a TB test from an candidate chosen for employment and to require submitted documentation of the results of a tuberculin (TB) test within seven (7) days of employment.

DRUG FREE/TOBACCO FREE POLICIES

The school district is a drug free, tobacco free school and, as such, requires all employees to adhere to specific drug free, tobacco free policies.

I certify that all statements and information provided within the application and its attachments, if any, are true and complete. I understand that omission or misrepresentation of a material fact, or altering this application form, may result in refusal of my application by the District, nullification of a possible offer of employment or termination for employment should the District make an offer of employment to me and later discover any such omission or misrepresentation. By signing below, I agree that any misrepresentation, omission of information or alteration of this application form constitutes good cause for termination from employment should the District make an offer of employment to me and later discover such omission or misrepresentation.

Applicant Signature

Date

***All Applications MUST be signed.**

EMPLOYMENT PREFERENCE FORM

Name: _____

Position Applied For _____

Job Title

Position No.

Department Name

Employment preference allows applicants to claim a preference under the Veteran's Public Employment Preference Act or the Persons with Disabilities Public Employment Preference Act. Applying for a preference is voluntary. All information related to a preference will be kept confidential and used only during the hiring process. Applicants hired by the state will have this information placed in a separate confidential selection file.

Contact your local Job Service Workforce Center for details on veteran's preference. Contact your local Montana Vocational Rehabilitation Service Office, Department of Public Health and Human Services (DPHHS) for details on obtaining persons with disabilities preference certification.

1. To claim **Veteran's Employment Preference** you must be a U.S. Citizen and (check one of the boxes below):

☐ **A Veteran**, if

1. you were separated under honorable conditions, **AND** you served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
2. you are or were a member of the Montana Army or Air National Guard who satisfactorily completed a minimum of 6 years service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

☐ **A Disabled Veteran**, if

1. you were separated under honorable conditions for military duty, **AND**
2. you have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension for the U.S. Department of Veterans Affairs or military department, **OR** you have received the Purple Heart.

☐ **The spouse of a disabled veteran** if the veteran's disability prevents him or her from working

☐ **The unremarried surviving spouse of a veteran or disabled veteran.**

☐ **The mother of a veteran**, if

1. the veteran died under honorable conditions while serving in the Armed Force, or the veteran has a service-connected, permanent, and total disability, **AND**
2. your spouse is totally and permanently disabled, **OR** you are the unremarried widow of the father of the veteran.

2. To claim **Montana Persons with Disabilities Employment Preference**, you must be (check one of the boxes below):

☐ **A person with a disability** certified by DPHHS, **OR**

☐ **The spouse** of a totally (100%) disabled person certified by DPHHS **AND** have resided continuously in Montana for at least 1 year immediately before applying for employment.

3. **In the box below, check the attachment you have included to document your eligibility for employment preference.**

☐ **DD-214** showing the character of discharge

☐ **DPHHS Disability Certification**

☐ **Service-connected** disability letter

☐ **A document** issued by the **Office of the Adjutant General of the Montana National Guard** certifying service

SIGNATURE: (typed or written)

DATE SIGNED:

OPTIONAL – AFFIRMATIVE ACTION INFORMATION – OPTIONAL

Providing the information is strictly on a voluntary basis. State law requires that employers keep records on the race and sex of applicants and employees to facilitate the enforcement of equal employment opportunity laws. This statement will be filed separately from all other records during the application screening process. As required by state law, it will be available only to the school district personnel department and federal/state employment enforcement officers.

Date: _____

Age: _____

Sex: _____

Ethnic Group: _____

NOTICE AND ACKNOWLEDGEMENT PROCESS

Pursuant to Montana's open meeting laws, application materials will likely be reviewed and considered by the Board of Trustees in open session. There are certain recognizable circumstances where individuals rights of privacy clearly exceed the merits of public disclosure, thereby allowing the chairperson of the Board of Trustees of a public school to convene in a closed (executive) session should the chairperson make the determination that an individual's right to privacy clearly outweighs the public's right to know. If the chairperson of the Board of Trustees convenes in an executive session to review or consider any information obtained during the hiring process, I acknowledge and agree that the Board may engage in discussions about me without my physical presence.

I understand that once my application materials are given to the Board of Trustees, my name may be disclosed to the public upon request. If I am selected as a finalist, my name and other information about my background and qualifications will be disclosed to the public through a press release.

Applicant Signature

Date

EXHIBIT A
JOB DESCRIPTION

Kester School is currently accepting applications for a K-8 grade teaching position. Applicant must be a self-starter, creative, highly organized, with the ability to multi-task, and be willing to work collaboratively with other members of the school, staff, and parents. Due to the location and size of the school the teacher is responsible for all areas of study including music, art, physical education, a Christmas Program, as well as other duties required at a rural school.

Kester School is a one-room country school located 26 miles Northeast of Jordan, MT, on an all-weather gravel road. The school is rooted in the middle of an agriculture community that also has amazing access to recreational areas for hunting, fishing, and hiking. The school district was established in 1930, with various buildings and moves transpiring over the years. The current building and location of the school has been here since the mid 1960's. Over recent years the school has been through several renovations, anywhere from new siding and windows to a mono-slab heated floor. The school also had an addition built on to it that added a lunch/multi-purpose room and library/OT room. There are many technological advances incorporated in the school as well. All students have their own I-pad, there is a Smart Board, and every few years new curriculum is purchased to keep up with the Standards. School is a four-day week with a current enrollment of one student.

Housing provided is an unfurnished 2015 Shultz 16 x 80 three bedroom, two bath mobile home, with central air, and an attached mudroom close to the school, utilities included. Housing is fenced separately from the school yard. There is also an unattached one car garage available for use. The housing is also pet friendly upon of the approval of the school district.

Standard Application Process Applies: Candidates should hold a Montana Teaching license or be capable of obtaining one; proof of certification with elementary endorsement is required. Employment will require a background check and fingerprints. For an application, please contact Wendy Schenk at wschenk@kesterschool23.org or by calling (406) 557-2136 or by visiting the school website at kesterschool23.org, click the Employment tab.