



Classified Application
Trout Creek School District #6
 4 School Lane
 Trout Creek, MT 59874
 406-827-3629 Fax 406-827-4185

Carolyn Nesbitt, Principal
 e-mail – tcsprincipal@troutcreekeagles.org

Robert Johnson, District Clerk
 e-mail – clerk@troutcreekeagles.org

Please PRINT or TYPE the following information and return it to:

First Name _____ Last Name _____

Mailing Address _____

City _____ Zip _____ Phone _____

In case of emergency, call: _____

Phone: _____

Education:

Name of Institution	Location	Graduation Date	Major
High School			
Undergraduate			
Graduate			

Professional Experience:

Name of School	Location	Grades/Subjects Taught

List other experiences involved with working with schools. _____

Employment History:

Employer	Address	Nature of Work	Dates	Supervisor's Name

Do you hold a valid and current Montana Teaching Certificate? __ yes __ no

If yes – provide following:

Certificates	Expiration Dates

List any additional information you would like us to consider: _____

References: List three persons not related to you who have definite knowledge of your skills and character.

Name: _____ Phone: _____

Mailing Address: _____

Name: _____ Phone: _____

Mailing Address: _____

Name: _____ Phone: _____

Mailing Address: _____

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer’s service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other parties, corporations or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant’s consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

Signature of Applicant _____ Date _____

TROUT CREEK SCHOOL DISTRICT #6
IS AN AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER

State Law requires that employers keep records on the race and sex of applicants and employees to facilitate the enforcement of Equal Opportunity laws.

This statement will be filed separately from all of your other employment records. As required by state law, it will be available only to the School District Personnel Department and Federal and state Employment Enforcement Officers.

Complete the following information and return with your completed application to TROUT CREEK SCHOOL DISTRICT #6

SEX: _____ Male _____ Female DATE: _____

ETHNIC GROUP: CHECK ONE (1) OF THE FOLLOWING.

_____ ALASKA NATIVE: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

_____ AMERICAN INDIAN: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

_____ ASIAN AMERICAN: A person having origins in any of the original peoples of the Indian Subcontinent, the Pacific Islands, or the Far East. Examples: China, Japan. Korea.

_____ BLACK: (Not of Hispanic Origin) A person having origins in any of the Black racial groups of Africa.

_____ FILIPINO: A person having origins in any of the original peoples of the Philippine Islands.

_____ SPANISH AMERICAN: A person of Mexican, Puerto Rico, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

_____ WHITE: (Not of Hispanic Origin) A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

_____ OTHER: (Specify) _____

YOUR APPLICATION IS INCOMPLETE WITHOUT THIS SHEET.

NONCRIMINAL JUSTICE APPLICANT'S RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided with written notification⁸ by Trout Creek School District 6 that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.⁹

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.¹⁰

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you with a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at dojitsdpublicrecords@mt.gov or 406-444-3625.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency for non-criminal justice purposes.

I do do not want a copy of the Privacy Act Statement.

Signed:

Name

Date

⁸ Written notification includes electronic notification but excludes oral notification.

⁹ See 28 CFR 50.12(b).

¹⁰ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

I have been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances and outcome]:

I have not been convicted of, nor am I under pending indictment for, any crimes.

Your signature below acknowledges this entity has informed you of your privacy rights for fingerprint-based background check requests used by the entity for non-criminal justice purposes.

I have been provided with a copy of this form. I have read and understood the foregoing and my certification is true and correct to the best of my knowledge and belief.

Date

Signature of Applicant