

# **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 t	he following i	nformation :	and return it to:			
First Name	Las	t Name				
Mailing Address						
City	Zi	p	Phone			
In case of emergency, call:						
Phone:						
Education:						
Name of Institution High School		Location	Graduation Date		Major	
Undergraduate						
Graduate						
Professional Experience:			1			
Name of School		Location		Grades/S	Grades/Subjects Taught	
List other experiences involved	with working wi	th schools.				
Employment History:						
Employer	Ado	lress	Nature of Work	Dates	Supervisor's Name	

	I	1		I
Do you hold a valid and cu	rrent Montana Teaching Cert	ificate? yes	no	I
If yes – provide following:				
	Certificates		Expirati	ion Dates
List any additional informa	tion you would like us to cor	nsider:		
References: List three pers and character.	ons not related to you who h	ave definite kn	nowledge of	your skills
Name:	Vame: Phone:			
Mailing Address:				
Name:			ne:	
Mailing Address:				
	Phone:			
Mailing Address:				
It is understood and agreed upon that any and/or separation from the employer's ser	misrepresentation by me on this application vice if I have been employed.	vill be sufficient cause	for cancellation of	this application
	e all references and to secure additional informes for seeking such information and all other			
	aployer. The employer does not discriminate g any applicant's consideration for employm			
This application is current for only 60 day	S.			
	n at any time, the employer reserves the right and that no representative of the employer has			
Signature of Applicant		Date	e	

#### AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MA	Y CONCERN:		
confidential or priv	ileged nature, including c	am seeking employment the release of the confidential criminal justice information of the confidential criminal justice information is seen to the confidential criminal justice information in the confidential criminal justice information is seen to the confidential criminal justice information in the confidential criminal problem.	
traffic offenses. A of which I have been copy of the fingerp	ttached, if necessary, is a en convicted or adjudicate or background check ob	nvicted or adjudicated of any crime in complete description of the circumsted in any jurisdiction. I acknowledge tained by the District and to challengen may be denied prior to completion	ances surrounding the crime(s) that I have the right to obtain a ge its accuracy if necessary. I
furnishing information Chapter 5, Part 3, 1	tion to the District and its MCA. A fingerprint back	nool District and any organization, cagents as expressly requested, subjection ground check will be at my expense a made with the District Office.	et to the provisions of Title 44,
This docum	ent is effective until revok	ed in writing by me.	
	Signature	Date	<del></del>
Print Full Name			
Print Full Address			
	City	State	Zip Code
Birth Date		Social Security Number	
STATE OF MONT	'ANA ) : SS.		
County of			
On this of Montana, persor the foregoing Rel	day of nally appeared ease, and acknowledged free act and deed,		ne, a notary public of the State o me to be the person named in executed the same as ntioned.
IN WITNE this certificate first		reunto set my hand and affixed my n	otarial seal the day and year in
		Notary Public, State of County of	Montana s

## 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

DISTRIC	Γ #6			
SEX:	Male	Female	DATE:	
ETHNIC (	GROUP: CHECK ONE (1)	OF THE FOLLOWIN	G.	
			in any of the original peoples of Nor tribal affiliation or community recogn	
			gins in any of the original peoples of ugh tribal affiliation or community re	
			rigins in any of the original peoples ast. Examples: China, Japan. Korea.	s of the Indian
	BLACK: (Not of His Africa.	panic Origin) A perso	having origins in any of the Black 1	cacial groups of
	FILIPINO: A person	having origins in any o	the original peoples of the Philippine	Islands.
		AN: A person of Mex re or origin, regardless	can, Puerto Rico, Cuban, Central or Sof race.	South American
	WHITE: (Not of His Europe, North Africa,	2 / 1	n having origins in any of the orig	inal peoples of
	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 notification<sup>8</sup> 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.

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.<sup>10</sup>

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 <a href="mailto:dojitsdpublicrecords@mt.gov">dojitsdpublicrecords@mt.gov</a> 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:
·

<sup>8</sup> Written notification includes electronic notification but excludes oral notification.

Name

Date

<sup>&</sup>lt;sup>9</sup> See 28 CFR 50.12(b).

 $<sup>^{10}</sup>$  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).

#### APPLICATION AND NOTICE PURSUANT TO THE NATIONAL CHILD PROTECTION ACT OF 1993 AS AMENDED BY THE VOLUNTEERS FOR CHILDREN ACT

					5122F
To Wh	om It May Concern:				
		ment with, will be working in a chool District (the District) for the			or contractor
Act (V Code (	CA), Pub. L. 105-251 (U.S.C.) Sections 5119	Act of 1993 (NCPA), Public La Sections 221 and 222 of Crime Id a and 5119c, authorizes a state a unteer, or a person with unsupervi	lentification Technology Act of and national criminal history	of 1998), codified at 42 Ubackground check to de	Inited States etermine the
		ict (a) to which you have applied eer requests a background check.			
1.	will be used to condu the resulting record o regulation, or executi	rprints. [I understand the fingerp ct a search of FBI criminal histornly for the authorized purpose(s) ve order, or rule, procedure, or st U.S.C. 552a(b); 28 U.S.C. 534(b)	y records. The district conduction and will not retain or disseminandard established by the Na	cting this background change it in violation of fectional Crime Prevention	eck may use leral statute, and Privacy
2.	United States Govern foreign government, completed with infor	ddress, and date of birth, as appearment, a State, political subdivision an international governmental ormation concerning a particular ion of individuals. 18 U.S.C. §10.	on of a State, a foreign gover r an international quasi-gover individual, is of a type inter	ernment, a political subcommental organization v	livision of a which, when
3.	have been convicted	of a crime. If you are under indicates of the conviction, if any.			
4.	any information cont before a final determine permits, its officials of If the district policy of submitting fingerpri http://www.fbi.gov/al	obtain a copy of the background ained in any such report and ob nation is made by the state governay provide you with a copy of y loes not permit it to provide you nts and a fee to the FBI. cout-us/cjis/background-checks of 01403, Helena MT 59620. 28 CF	tain a prompt determination nment agency performing the our FBI criminal history recon with a copy of the record, you Information regarding the r by contacting Montana C	as to the validity of suc background check. If di rd for review and possible may obtain a copy of the his process may be	ch challenge strict policy e challenge. he record by obtained at
5.	Prior to the completic whom the district pro	on of the background check, the dvides care.	istrict may choose to deny yo	u unsupervised access to	a person to
reasona bears u	able efforts to make a d	[administration] shall access and etermination whether you have be all convey that determination to the business days.	een convicted of, or are under	pending indictment for,	a crime that
Your N					
	First	Middle	Maiden	Last	
Date of	f Birth:				
Addres					
	Street			Apt.	

State

Zip

City

	I have been convicted of, or a location/jurisdiction, circumst	m under pending indictment for, the following crimes [include the dates, ances and outcome]:
	I have not been convicted of,	nor am I under pending indictment for, any crimes.
_	ture below acknowledges this e ests used by the entity for non-c	ntity has informed you of your privacy rights for fingerprint-based background riminal justice purposes.
	n provided with a copy of this for of my knowledge and belief.	rm. I have read and understood the foregoing and my certification is true and correct
Date		Signature of Applicant