

FLORENCE CARLTON SCHOOL

Phone: 406-273-6751
Fax: 406-273-2802
5602 Old Hwy 93
Florence, MT 59833

FCS Home Page: www.florence.k12.mt.us

SUBSTITUTE TEACHER APPLICATION FORM

To the Applicant:

Please complete each section in this application. Do not say, "Refer to my resume/credentials." After completing this form, please return it and requested materials to:

Bud Scully, Superintendent
Florence-Carlton School
5602 Old Hwy 93
Florence, MT 59833

Applications will be active until November 1 following the date of receipt and will be kept on file for four years. To be considered for a subsequent school year, the applicant must contact the above office to activate the file.

Pursuant to ARM 1628.1055, each District employee must provide verification that he/she has had a tuberculosis (TB) test. Verification must include: (1) date of test, (2) results of test, and (3) signature of person who conducted the test.

The following material **MUST** be submitted by the posted vacancy deadline. Incomplete application will not be considered.

- FCS application form must be properly completed and signed.
- **FINGERPRINT BASED CRIMINAL BACKGROUND CHECKS WILL BE CONDUCTED** and on call **SUBSTITUTES**
- All application materials submitted by candidates become the Property of Florence-Carlton District 15-6. *Note: FCS keeps all completed applications on file for four years.

Equal Employment Opportunity and Non-Discrimination

The District will provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work physical or mental disability, if otherwise able to perform essential functions of a other legally protected categories.

Substitute Teacher District Use Only

W-4 Form
 I-9
 TB Test Results
 Background Check _____

An Equal Opportunity Employer

Application for Employment

Date of Application: _____

Name: _____
Last First Middle Initial

Phone No. (Home) _____

Phone No. (Work) _____

Social Security No. _____

Present Address: _____
Street City State Zip Code

Permanent Address: _____
Street City State Zip Code

What particular teaching area(s) and grades so you wish to sub?

When can you begin work? _____ Are you currently under contract? _____ Dates of contract: _____

Are you on formal leave from another district? _____ If so, please give details: _____

Have you filed an application with our school district before? _____ If so, give date: _____

What position did you apply for at that time? _____

Referral source: Advertisement University Placement Center District employee Other

Personal Data:

Do you have the legal right to work in the United States? _____ Yes _____ No

Have you ever been released or discharged from employment or resigned to avoid such release or discharge? _____ Yes _____ No

If yes, please explain, include date of discharge or resignation and reason for discharge or resignation:

Since you are applying for a position that involves working with children, please complete the following section:

Have you within the past seven years been released from prison or been convicted of any offense that involves any form of violence such as assault, rape, child abuse, child molesting, extortion, blackmail, coercion, or any crime which involves drugs? _____ If yes, please explain nature of crime, place and date:

Since you are applying for a position that often involves handling of money or school district property, please complete the following section:

Have you within the past seven years been released from prison or been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail, or coercion? _____ If yes, please explain nature of crime, place, and date:

Are you a veteran? _____ Dates of service _____ Military duties: _____

Completed Education: (Begin with last school you attended)

Name & Location of School	Completed Degrees	Date Graduated	Quarter Hours	Cumulative GPA

(Note: If your work is listed in Semester Hours, please make note of that fact)

Major Subject (s) and Quarter Hours Credit _____

Minor Subject (s) and Quarter Hours Credit _____

Additional graduate credits taken since last completed degree _____

Professional Data:

Are you working at the present time? _____ If so, where? _____ Phone No. _____

May we contact your reference, including your present employer for recommendations? _____ Yes _____ No

(If No, please explain) _____

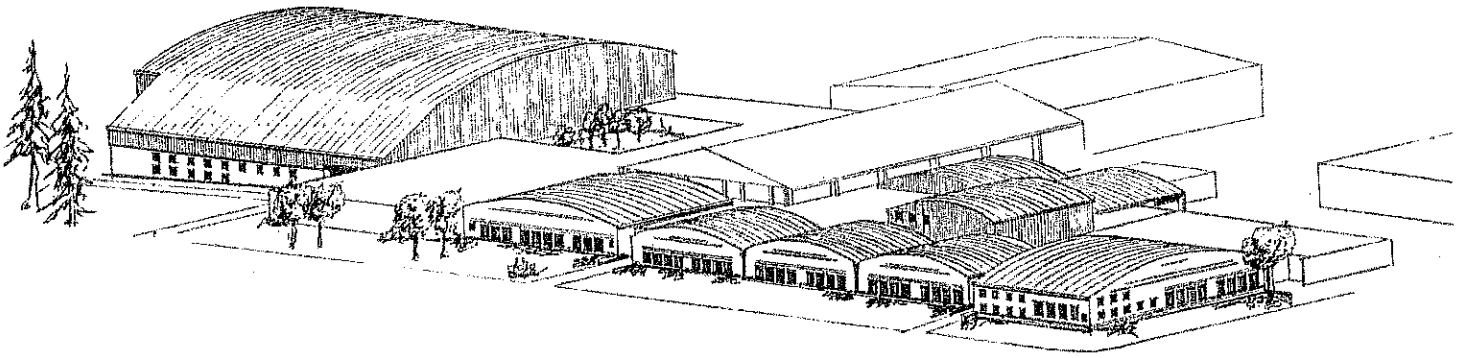
What is/are the reason (s) for leaving your last/current teaching position?

Certification:

Do you hold a valid Montana Certificate? _____

Folio Number _____ Class _____ Level _____

Expiration Date: _____ Endorsements: _____



Ethnic Origin Form
Florence-Carlton School District 15-6
Human Resources Office
5602 Old Hwy 93
Florence, MT 59833

Montana State law requires that employers keep records on the race and gender of applicants and employees to facilitate the enforcement of equal employment 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 Human Resource Office and federal and state employment officials.

Please complete:

Date: _____ Position Applied For: _____

Please select: Male Female

Check One	Ethnic Group
	Alaska Native —A person having origins in any of the original peoples of the 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: for example, 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 Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.
	White —(not of Hispanic origin) - A person having origins in any of the original peoples of Europe, North American, or the Middle East
	Other (please specify) _____

General Information

Requirements—all new employees are conditionally employed until all of the requirements below are satisfied. Employees not satisfying these requirement within the specified time are subject to immediate termination.

- A. Within 60 days, the new employee must provide:
 - I. Proof of citizenship, or appropriate certification to substantiate eligibility to work. (I-9)
- B. Results of TB test certifying negative (must be completed before 1st day of work)
- C. The District will conduct a complete policy background and records check on all person hired after July 1, 1995.

References:

Give as reference person who are qualified to attest to your fitness for the position you seek. Include especially persons for whom you have taught and those who know your ability and character. **Do Not Say "refer to my credentials."**

Name & Title of Reference	Name of business or school	Phone No.

I hereby authorize Florence-Carlton School District 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. The making of any false statement herein will be sufficient cause for dismissal. I also authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. I also authorize the District to conduct a fingerprint background check, should I be the applicant chosen for this position. Continued employment with the District is contingent upon the completion of the aforementioned background check.

Applicant's Signature

Date

excellence for everyone

*Florence-Carlton School District 15-6
Mission Statement*



Florence-Carlton parents, school and community will provide a safe, respectful environment that strives to prepare all students to become responsible, life-long learners by empowering them with the integrity, knowledge and skills to contribute to a changing world.

Notice to all Florence-Carlton School Applications

Fingerprints and Criminal Background Investigations

The following applicants for employment and/or applicants seeking approval to be placed on the District on-call substitute list will be required as a condition of employment to authorize, in writing a name-based and fingerprint criminal background investigation to determine if he/she has been convicted of certain criminal or drug offenses:

- All certified teachers and all support/classified personnel seeking full or part-time employment within the District.
- All coaches seeking employment with the District
- Any employee of a person or firm holding a contract with the District, if the employee is assigned to the District.
- All on-call substitutes (both classified and certified)

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers of Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the applicant shall be declared eligible for appointment or employment or selection to be placed on the on-call substitute list. Arrests resolved without conviction shall not be considered in the hiring/selection process unless the charges are pending.