

# EMPLOYMENT APPLICATION

## PRYOR SCHOOL DISTRICT

Arrow Creek Elementary – Plenty Coups High School

1 High School Lane \* PO Box 229 \* Pryor, Montana 59066

Telephone: 406-259-7329 Fax: 406-245-8938

## APPLICANT INFORMATION

Legal Name (first, middle, last): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## EMPLOYMENT POSITION

Position(s) applying for: \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

On what date can you start working if hired? \_\_\_\_\_

## JOB SKILLS/QUALIFICATIONS

Please list below the skills and qualifications you possess for the position for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION and TRAINING

### High School

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Date Graduated: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

### College/University

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Date Graduated: \_\_\_\_\_ Degree

Earned: \_\_\_\_\_

### Vocational/School Specialized Training

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Date Graduated: \_\_\_\_\_ Degree

Earned: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Begin with most recent and include student teaching if applicant has not contracted experience.

Employer Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Employer Telephone: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Employer Telephone: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Employer Telephone: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Employer Telephone: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**REFERENCES**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Background Check and Information**

Please answer each of the following questions.

1. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "Yes" even if the matter was later dismissed, deferred, reversed, vacated, or expunged. If you answer "Yes" you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you, and the final disposition of the case(s).

Yes No

Explanation:

---

---

2. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "Yes" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "Yes" you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

Yes No

Explanation:

---

---

3. Have you ever had any license or certification of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "Yes" you must provide the dates of proceedings, name, address, and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge or complaint.

Yes No

Explanation:

---

---

If employed, I agree to comply with all the rules and regulations of the Pryor School District. I also understand that employment is subject to the satisfactory investigation of this application. I understand any false statements or misrepresentation of facts are grounds for dismissal. I hereby certify that the statements above are true and correct to the best of my knowledge and belief. If offered a position by the Pryor School District, the District will conduct a criminal background check through the Montana Department of Justice. A criminal record does not constitute an automatic bar to employment and will be considered only if the circumstances of the conviction for the particular position are questioned. I authorize the Pryor School District to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, or government agency to give Pryor School District any information they may have regarding me. In consideration of the review of this application, release the Pryor School District and all providers of information from any liability as a result of furnishing and receiving such information. The Pryor School District is an equal opportunity employer and does not discriminate on the basis of sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, learning disability or handicap.

Applicant Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

# **REQUEST TO BE PLACED ON THE ACTIVE SUBSTITUTE LIST**

PRYOR SCHOOL DISTRICT  
Arrow Creek Elementary – Plenty Coups High School  
1 High School Lane \* PO Box 229 \* Pryor, Montana 59066  
Telephone: 406-259-7329 Fax: 406-245-8938

Today's Date: \_\_\_\_\_

Name \_\_\_\_\_ (first, \_\_\_\_\_ middle, \_\_\_\_\_  
last): \_\_\_\_\_ Mailing

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Telephone

Number: \_\_\_\_\_ Email: \_\_\_\_\_

Did you attend the Substitute Training? Yes Date Attended: \_\_\_\_\_

No

Which department would you prefer to substitute for? (check all apply)

Teaching staff

Grade Preference: Elementary High School

Office

Janitorial/Maintenance

Kitchen

I WISH TO BE PLACED ON THE ACTIVE SUBSTITUTE LIST FOR THE SCHOOL YEAR 2018-

2019. I UNDERSTAND

THAT THE COMPLETION OF THE FORM DOES NOT GUARANTEE MY EMPLOYMENT BY THE  
PRYOR SCHOOL DISTRICT AND DOES NOT CONSTITUTE NOR REPRESENT AN EMPLOYMENT CONTRACT. I

AM AWARE THAT A

BACKGROUND CHECK WILL BE PERFORMED ON ME BEFORE I CAN BE CALLED IN TO  
SUBSTITUTE.

Date Background check completed: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
ID and PO forms completed: Yes No Two forms of ID received: Yes No

Approved by: \_\_\_\_\_ Date added to Active List: \_\_\_\_\_  
Days available to

substitute: \_\_\_\_\_

Special

Requester