

EMPLOYMENT APPLICATION
CLASSIFIED PERSONNEL

SHELBY PUBLIC SCHOOLS

1010 Oilfield Avenue
Shelby, MT 59474
(406) 434 – 2622

Date of application:

For what position are you applying?

How did you learn about this position?

Name:

Last

First

Middle

SSN

Permanent
Address:

Street

City

State

Telephone

Temporary
Address:

Street

City

State

Telephone

Until what date?

Have you ever filed an application with us in the past?

Yes No

If yes, give date:

Have you been employed with us before?

Yes No

If yes, give dates: to

May we contact your present employer?

Yes No

What date would you be available for work?

Do you have any physical disabilities that would affect the type of work to be performed for this position?

Yes No

Have you ever been discharged or asked to resign from any position for misconduct or unsatisfactory service?

Yes No

If yes, where and why?

Describe any training or experience which may be useful to you in performing the tasks related to the job for which you are applying.

EDUCATIONList High School, colleges and universities attended. *DO NOT list "See attached resume"*

Institution	Major	Minor	Degree	Dates Attended

Number of semester hours in: Major Minor GPA

EXPERIENCEProvide a complete history for the past 10 years. List most recent employment first. Attach additional sheet if necessary. *DO NOT list "See attached resume"*

Employer	Address	Supervisor	Phone	Dates	Salary

Give dates and reasons for any time in the last ten years that is not accounted for above.

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REFERENCES*DO NOT list "See attached resume"*

Name, Title	Current Mailing Address	Telephone Number	Relationship

If you are considered for this position we will contact you to arrange a personal interview. When would it be most convenient for you to attend an interview?

Please provide an autobiographical statement. Please limit the statement to the space provided below.

**ATTENTION APPLICANTS SEEKING EMPLOYMENT WITH
SHELBY PUBLIC SCHOOLS**

Complete and accurate answers to these questions (and written responses if applicable) must accompany your employment application. **If you answer “Yes” to either question below you must attach a written explanation.** Answering “Yes” does not necessarily exclude you from being considered for employment.

- 1. Have you ever been convicted of any offense other than a minor traffic offense? No Yes

- 2. Have you ever been convicted of any illegal act that may have a bearing on the position for which you are applying? No Yes

Applicant Signature: _____

Date:

IMPORTANT

PLEASE READ CAREFULLY AND SIGN BELOW BEFORE SUBMITTING THIS APPLICATION

I VERIFY THAT THE STATEMENTS IN THIS APPLICATION AND ANY ATTACHMENTS ARE TRUE AND FACTUAL TO THE BEST OF MY KNOWLEDGE. I authorize investigation of all statements contained in this Employment Application as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Applicant Signature: _____

Date: _____

ELECTRONIC SUBMISSION OF THIS APPLICATION

This application may be submitted electronically. If you submit this application electronically, you understand that checking **YES** below constitutes an electronic signature for this application form and that by so doing you are verifying the statements in the above two boxes in the same manner as if the application was signed in ink. Furthermore you understand that the CONSENT TO DO FINGERPRINT CHECK form on page 5 must be completed and mailed to the address listed on the first page of this application.

YES, I am electronically signing this application.

NO, I am not.

Shelby Public Schools does not discriminate on the basis of gender, race, or creed in the educational programs or activities it operates and it is required by Title IX not to discriminate in such a manner.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

NOTICE OF VETERAN'S PUBLIC EMPLOYMENT PREFERENCE IS PROVIDED FOR IN 39-29-102

