

# BONNER SCHOOL

Bonner School District #14  
9045 Hwy 200 E.  
Box 1004  
Bonner, MT. 59823

## Professional Employment Application

### Position(s) Desired

Lower Elementary (K-3)

Upper Elementary (3-5)

Middle School (6-8)

Other

If applying for a middle school or other position, please indicate the subject area(s):

Bonner School District prohibits discrimination against or harassment of any person employed by or seeking employment with the School District because of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction. Federal law requires proof of citizenship or "alien right-to-work" status (I-9). Such proof must be provided within, but never more than, three (3) business days of the employee's first work day.

### Veteran Employment Preference

The Veterans' Public Employment Preference Act, Montana Code Annotated §39-29-102,-112, provides preference to a disabled veteran, eligible relative, or veteran, in that order, over any nonpreferred applicant holding substantially equal qualifications. Such claim must be submitted in writing by the applicant before the time for filing applications for the position involved has passed.

- Please complete all pages of the application and inserts fully and legibly. Furnishing information on the Application for Employment is mandatory, unless otherwise stated.
- Resume' cannot be used to replace employment history on page 3.
- Application may be submitted in person or by mail. Applications must be received by the final filing date. Postmarks are not accepted.
- Applications and supporting materials will not be returned.
- Only finalist candidates for a position will be contacted by the District Office to schedule an interview.

### Personal Data

Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Last name	First name	Middle name	Home telephone	Day telephone
Temporary address	City	County	State	Zip code
Present/permanent address	City	County	State	Zip code

HAVE YOU EVER BEEN EMPLOYED BY THE BONNER SCHOOL      Yes      No  
IF YES, EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_ POSITION: \_\_\_\_\_

IF NOT A PREVIOUS EMPLOYEE, HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH THE BONNER SCHOOL DISTRICT?      Yes      No IF YES, MONTH AND YEAR \_\_\_\_\_

POSITION: \_\_\_\_\_

ARE YOU OVER 18 YEARS OF AGE?      YES      NO IF NOT, EMPLOYMENT IS SUBJECT TO VERIFICATION OF MINIMUM LEGAL AGE.

**An Equal Opportunity Employer**

## Education

**CHECK THE HIGHEST LEVEL COMPLETED**

BUSINESS/TECHNICAL			COLLEGE/UNIVERSITY			DEGREE	POST GRADUATE EDUCATION			
1__	2__	3__	1__	2__	3__	BA__/ BS__	1__	2__	3__	MA__/MS__
			4__				PhD/Ed.D.__			

### BUSINESS/TECHNICAL

	DATES FROM	ATTENDED TO	DIPLOMA, OR LICENSE	DATE AWARDED	NUMBER OF CREDITS	AREA(S) OF STUDY
NAME						
CITY/STATE						
NAME						
CITY/STATE						
NAME						
CITY/STATE						

### COLLEGE/UNIVERSITY

	DATES FROM	ATTENDED TO	TYPE OF DEGREE AWARDED	DATE DEGREE WAS AWARDED	NUMBER QUARTER CREDITS	NUMBER SEMESTER CREDITS	CUMULATIVE GRADE POINT (G. P. A.)
NAME							
CITY/STATE							
MAJOR							
MINOR							
NAME							
CITY/STATE							
MAJOR							
MINOR							
NAME							
CITY/STATE							
MAJOR							
MINOR							

PLEASE INDICATE THE NUMBER OF GRADUATE CREDITS YOU HAVE EARNED BEYOND YOUR MOST RECENT DEGREE:: \_\_\_\_\_ ( ) QUARTER HOURS ( ) SEMESTER HOURS

**EMPLOYMENT HISTORY**

1 PRESENT OR LAST EMPLOYER				DESCRIBE WORK EXPERIENCE/MAJOR DUTIES PERFORMED
STREET/BOX NUMBER				
CITY/STATE/ZIP CODE				
POSITION HELD		HOURS WORKED PER WEEK	MAY WE CONTACT THIS EMPLOYER? ___ YES ___ NO	REASON FOR LEAVING POSITION
DATES FROM	EMPLOYED TO	NAME OF SUPERVISOR	PHONE NO.	
2 PRIOR EMPLOYER				DESCRIBE WORK EXPERIENCE/MAJOR DUTIES PERFORMED
STREET/BOX NUMBER				
CITY/STATE/ZIP CODE				
POSITION HELD		HOURS WORKED PER WEEK	MAY WE CONTACT THIS EMPLOYER? ___ YES ___ NO	REASON FOR LEAVING POSITION
DATES FROM	EMPLOYED TO	NAME OF SUPERVISOR	PHONE NO.	
3 PRIOR EMPLOYER				DESCRIBE WORK EXPERIENCE/MAJOR DUTIES PERFORMED
STREET/BOX NUMBER				
CITY/STATE/ZIP CODE				
POSITION HELD		HOURS WORKED PER WEEK	MAY WE CONTACT THIS EMPLOYER? ___ YES ___ NO	REASON FOR LEAVING POSITION
DATES FROM	EMPLOYED TO	NAME OF SUPERVISOR	PHONE NO.	
4 PRIOR EMPLOYER				DESCRIBE WORK EXPERIENCE/MAJOR DUTIES PERFORMED
STREET/BOX NUMBER				
CITY/STATE/ZIP CODE				
POSITION HELD		HOURS WORKED PER WEEK	MAY WE CONTACT THIS EMPLOYER? ___ YES ___ NO	REASON FOR LEAVING POSITION
DATES FROM	EMPLOYED TO	NAME OF SUPERVISOR	PHONE NO.	
OTHER RELATED EXPERIENCES:				

Elaborate on how you would infuse technology in the curriculum.



Bonner School District #14  
District Office  
9045 Hwy 200 E  
P.O. Box 1004  
Bonner, MT. 59823-1004

Telephone: (406) 258-6151  
Fax: (406) 258-6153  
e-mail: [dardiana@bonner.k12.mt.us](mailto:dardiana@bonner.k12.mt.us)

## **EMPLOYMENT PROCEDURES FOR PROFESSIONAL APPLICANTS**

**The following information is intended to provide the licensed candidate with an outline of the hiring practices and procedures of our District. An application will not be considered if it is filed more than one year preceding the current vacancy closing date.**

This application packet includes: Application for Employment, Qualifications and Performance Responsibilities for Teachers, Teacher's Supplementary Application Insert, Affirmative Action Form, and the Authorization to Release Information form.

- ❑ All candidates must file, or have on file, a current, complete district application.
- ❑ All complete applications for current and anticipated vacancies will be reviewed. Following this review, selected candidates will be notified of the interview schedule. This process will continue until all vacancies have been assigned or reserved. Candidates who are interviewed and not selected for a position will be notified.
- ❑ All recommendations for employment must be approved by the Board of Trustees in a public meeting. When approved, notification will be issued through the District Office.
- ❑ All applications will remain active for a period of one (1) year. Applications and accompanying materials will not be returned.
- ❑ Information the candidate presents on the employment application is, in part, the basis for hiring. Exact salary placement is dependent upon established policy. However, salary placement for education and experience will not be adjusted upward if changes or different education after the date the application is completed. Stated license, areas of endorsement, and extra and co-curricular supervision availability as indicated on the initial application, are continuing District expectations while employed.

### **APPLICANT INSTRUCTIONS AND CHECKLIST**

Application Form

A Position Desired

- Check the appropriate box(es) to indicate your intent.
- Complete the box if you are applying for a middle school or high school teaching position, indicating the subject(s) you prefer to teach. If you are applying to substitute teach, indicate the grade levels and/or subjects in which you are interested in working.

B Personal Data

- Provide your social security number.
- Complete all boxes with the information requested.

C. Education

- Indicate your highest level of education attained by circling the appropriate level. B

- If you have attended Business/Technical Education or Training, enter the information as requested in the appropriate boxes. Be sure to indicate the type of license, or diploma awarded to you and the date it was awarded, not necessarily earned.
  - Include entries in all boxes that are applicable to your education. Be careful in entering the number of credits. Be sure to place them in the appropriate column for either quarter credits or semester credits.
  - Indicate any graduate credits you have earned beyond your last degree, and whether they were quarter or semester credits.
  - Employment History
    - The first position you list (at the top of the page) must be your MOST RECENT position held. To the right of each position, carefully enter a brief description of your experiences in that position and duties you performed while holding the position.
    - Just below the work description, you are asked to state the reason you left the position
    - If you feel more positions are valuable for us to consider, feel free to make copies of this page and attach it to your completed application.
    - Indicate other related experiences, if desired.
  - Applicant Acknowledgement
- Read this section carefully. When completed, date and sign.

### **Supplementary Application Insert**

- A. Complete the individual sections of the Insert as indicated in the directions for each section.
- B. Be sure to provide complete information regarding your license.

.A minimum of two (2), but not more than four (4), letters of reference OR One (1) set of college/university placement papers

### **Professional Resume**

**Affirmative Action Form:** Review the document (pg10). Because Montana law requires employers to maintain records based on ethnicity and gender of applicants, it is necessary for you to complete the form. Upon receipt of your completed application, this document will be removed from the rest of the application and will be kept in a separate file. It will not be part of the screening process.

**College/university transcript(s) which reflect all course work and/or requirements for teacher license**

**Copy of Montana teaching license**

**If so desired, and, if qualified, a written statement claiming preference as a disabled veteran, an eligible relative, or veteran, in that order over non-preferred applicants holding substantially equal qualifications.**

**Authorization to Release Information form (must be notarized).**

## LICENSED INSTRUCTIONAL STAFF BONNER SCHOOL DISTRICT #14

### QUALIFICATIONS

Each teacher should have:

- ❑ A minimum of a Bachelor Degree (BA or BS) with a major in the teaching area(s).
- ❑ Verified appropriate license and endorsements in the advertised position.
- ❑ Appropriate academic preparation and successful teaching experience and/or student teaching experience.
- ❑ Knowledge of techniques that will provide for individual differences.
- ❑ Knowledge to implement a program of classroom management.
- ❑ Appropriate communication skills including a command of the English language and grammar skills.
- ❑ Other qualifications as deemed necessary by the district for the specific position.

### PERFORMANCE RESPONSIBILITIES

Each teacher:

- Plans, communicates and implements a classroom discipline program.
- Utilizes instructional techniques that are appropriate to the learner outcomes and individual needs.
- Demonstrates a positive attitude toward individual students and subject matter taught.
- Utilizes a variety of instructional media/materials that are appropriate to the learner outcomes.
- Demonstrates instructional efficiency to insure the best use of time and effort.
- Selects and clearly communicates appropriate learner outcomes to the students.
- Regularly monitors and reports student progresses.
- Provides for quality academic learning time/student involvement.
- Maintains positive and constructive communication with students, staff, parents and community.
- Encourages and facilitates work of other staff members in a supportive environment.
- Provides immediate and appropriate responses based upon student needs.
- Accomplishes goals and policies of the building and district.
- Engages in professional development activities, e.g. professional reading, staff development, college/university coursework, committee work, conventions, travel, etc.
- Establishes an environment/program to meet individual student's needs.
- Performs other responsibilities as assigned by the District.

Name \_\_\_\_\_

Date \_\_\_\_\_

### LICENSED EMPLOYEES' SUPPLEMENTARY APPLICATION INSERT

Please respond to the following questions:

#### EXPERIENCE

1. Student teaching/clinical practice:  
When \_\_\_\_\_ Where \_\_\_\_\_ Population served \_\_\_\_\_  
Supervisor(s) \_\_\_\_\_  
Phone \_\_\_\_\_ Address \_\_\_\_\_

2. Years of contracted experience:

Dates of Employment (month and year)		Location
From _____	To _____	_____
From _____	To _____	_____
From _____	To _____	_____
From _____	To _____	_____
From _____	To _____	_____
From _____	To _____	_____
From _____	To _____	_____

#### LICENSURE

3. Have you ever held a license?                      Yes                      No  
If so, in what state(s): \_\_\_\_\_
4. Have you ever had a license revoked?                      Yes                      No  
If so, in what state(s): \_\_\_\_\_
5. Do you currently hold a valid Montana License?                      Yes                      No  
If no, have you made application?                      Yes                      No

Please provide the following information for the license which you hold or which you expect to receive.

License No. \_\_\_\_\_ Expiration date \_\_\_\_\_

Endorsements: \_\_\_\_\_

### EMPLOYMENT PREFERENCES

6. Indicate your employment preferences:

Level:                      Elementary (K-5)                      Middle School (6-8)

Grade(s): \_\_\_\_\_

Subject(s) Area(s): \_\_\_\_\_

### EXTRA OR CO-CURRICULAR POSITIONS

7. What extra or co-curricular positions will you accept when requested by the District at anytime while employed by the Bonner School District? Please check each option:

Supervise or Direct :	Boys	Girls		
	Football	Basketball	Track	Volleyball
	Student Council	Drama		

## **Affirmative Action Information**

**Providing this information is strictly on a voluntary basis.** State law requires that employers keep records on the race and sex 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 personnel department and federal/state employment enforcement officers.

Complete the following information and return it with your completed application to the school district office.

Sex :           Female                    Male

Age:

### **Ethnic Group**

Check all that apply:

Alaska native – A person having origins in any of the original peoples of North American 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 American and who maintains cultural identification through tribal affiliation or community recognition.

Asian American – A person having origins in any of the original people 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 America or any 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 America, or the Middle East.

Other – Please specify:

