

**District Use Only**

Date completed application received: \_\_\_\_\_

Application Letter: \_\_\_\_\_ Resume: \_\_\_\_\_ Notes: \_\_\_\_\_

**Pleasant Valley School District #27  
Application for Employment**

7975 Pleasant Valley Rd., Marion, MT 59925  
(406) 858-2343

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(Position applied for)

We welcome you as an applicant with Pleasant Valley School District #27.

It is the policy and intent of Pleasant Valley School District #27 to provide equal opportunity in employment for all persons. This policy prohibits discrimination on the basis of race, color, religion, national origin, political affiliation, disability, marital status, sex or age. This policy applies to all phases of employment. No question on this application is intended to secure information to be used for such discrimination.

Drug Free/Tobacco Free Policies: Pleasant Valley School District #27 is a drug free, tobacco free school and, as such, requires all employees to adhere to specific drug free, tobacco free policies.

PLEASE COMPLETE ALL REQUESTED INFORMATION IN ITS ENTIRETY.

RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETION OF THIS APPLICATION.

**PERSONAL**

Last Name	First Name	MI	Home Phone #
Temporary Address	Present Permanent Address	Day Phone #	

How did you learn about us?

\_\_\_\_\_ Newspaper Advertisement

\_\_\_\_\_ OPI Website

\_\_\_\_\_ Friend

\_\_\_\_\_ Relative

\_\_\_\_\_ Employment Agency

\_\_\_\_\_ Other: \_\_\_\_\_

## **EDUCATION**

	Elementary School					High School					Undergraduate College/ University				Graduate/ Professional			
School Name / Location																		
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4	
Diploma/Degree																		
Describe Course of Study																		
Describe any specialized training, apprenticeship, skills and extra-curricular activities																		
Describe any honors you have received																		
State any additional information you feel may be helpful to us in considering your application																		

Do you hold a Montana teacher license? \_\_\_\_\_

License number: \_\_\_\_\_

Expiration date \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? \_\_\_\_\_ Yes \_\_\_\_\_ No

*Proof of citizenship or immigration status will be required upon employment.*

**Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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**SINCE YOU ARE APPLYING FOR A POSITION THAT INVOLVES WORKING WITH CHILDREN, PLEASE COMPLETE THE FOLLOWING SECTION:**

Have you served any portion of a criminal sentence 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? Yes \_\_\_\_\_ No \_\_\_\_\_

**SINCE YOU ARE APPLYING FOR A POSITION THAT INVOLVES HANDLING OF SCHOOL DISTRICT PROPERTY, PLEASE COMPLETE THE FOLLOWING SECTION:**

Have you within the past seven (7) years served any portion of a criminal sentence or been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail, or coercion? Yes \_\_\_\_\_ No \_\_\_\_\_

**REFERENCES**

Please list three (3) references who are qualified to attest to your fitness for the position you seek who are not related to you and are not previous employers.

<u>Name</u>	<u>Address</u>	<u>Phone</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

## **APPLICANT'S STATEMENT**

### **IMPORTANT: READ BEFORE SIGNING**

I understand and agree that I may be subject to immediate dismissal from employment if it shall subsequently be determined or discovered that the answers herein are untrue and that I have failed to disclose a material fact.

I authorize investigation of all statements and matters contained in this application or which the Board of Trustees of Pleasant Valley School or their agents may deem relevant to my employment, and I authorize all my previous employers or persons having information concerning me or my record to report such information to Pleasant Valley School. I release each such person from all claims or liabilities whatsoever on account of making such inquiry or making such disclosures whether favorable or unfavorable.

I agree, if employed, to devote my best efforts to the performance of my duties, to comply with the rules and regulations of the employer, and to obey all lawful directives of supervisors designated by the employer.

I have read and understand all portions of this application and have answered all questions completely and truthfully.

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

After completing this application, mail to: District Clerk/Business Manager  
Pleasant Valley School District #27  
7975 Pleasant Valley Rd.  
Marion, MT 59925

FAX to: (406) 858-2250

Email to: [clerk@pvsmt.org](mailto:clerk@pvsmt.org)

Please call (406) 858-2343 with any questions.