



Big Sky School District #72

PO Box 161280, Big Sky, MT 59716

45465 Gallatin Road, Gallatin Gateway, MT 59730

Tel (406) 995-4281 Fax (406) 995-2161

www.bssd72.org

INFORMATION TO APPLICANTS FOR

CLASSIFIED (SUPPORT STAFF) POSITION

APPLICATION PROCEDURE:

A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING DOCUMENTS. All materials must be received by the advertised deadline.

1. Letter of Application
2. District Application
3. Resume
4. Three (3) Letters of recommendation.
5. Fingerprint background check: A current (within the previous 6 months) fingerprint background check completed through the Montana Department of Justice with the results submitted to the School District administration office.
6. TB Test: All employees are required to have a current TB test.
7. Optional Materials: Copies of transcripts, certificates as well as any other information you feel is pertinent.

If you are applying for a Para-Professional position please attach a copy of your high school diploma or GED. If you attended college please attach a copy of your transcripts, college diploma and/or teaching certificate.

"Where we learn by doing"



Big Sky School District #72

PO Box 161280, Big Sky, MT 59716
45465 Gallatin Road, Gallatin Gateway, MT 59730
Tel (406) 995-4281 Fax (406) 995-2161
www.bssd72.org

JOB EXPERIENCE

Employer's Name _____ Supervisor's Name & Title _____

Employer's Address: _____ City _____ State _____ Zip _____

Position Held _____ Reason for Leaving _____

Time Employed Years ____ Months ____

Employer's Name _____ Supervisor's Name & Title _____

Employer's Address: _____ City _____ State _____ Zip _____

Position Held _____ Reason for Leaving _____

Time Employed Years ____ Months ____

Employer's Name _____ Supervisor's Name & Title _____

Employer's Address: _____ City _____ State _____ Zip _____

Position Held _____ Reason for Leaving _____

Time Employed Years ____ Months ____

Employer's Name _____ Supervisor's Name & Title _____

Employer's Address: _____ City _____ State _____ Zip _____

Position Held _____ Reason for Leaving _____

Time Employed Years ____ Months ____

Employer's Name _____ Supervisor's Name & Title _____

Employer's Address: _____ City _____ State _____ Zip _____

Position Held _____ Reason for Leaving _____

Time Employed Years ____ Months ____

"Where we learn by doing"



Big Sky School District #72

PO Box 161280, Big Sky, MT 59716
45465 Gallatin Road, Gallatin Gateway, MT 59730
Tel (406) 995-4281 Fax (406) 995-2161
www.bssd72.org

Are you related to a school board member of School District #72 YES NO

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES OF AMERICA? YES NO

I HEREBY CERTIFY THAT (check the applicable box and provide the information requested):

I have not pleaded guilty to or have been convicted of any violation of criminal law, including criminal convictions resulting from a deferred sentence or a plea of nolo contendere/no contest. (minor traffic offenses excepted).

I have pleaded guilty to or have been convicted of at least one violation of criminal law. (This may not necessarily disqualify a person from consideration for employment).

EMPLOYMENT PREFERENCE FORM

To claim preference under the Montana Veterans' Employment Preference Act, complete the following. Providing the following information is voluntary but must be included with the application in order to claim employment preference.

Veterans' Employment Preference provides the addition of 5% points or 10% points to the applicant's score when a numerically scored selection procedure is used. To claim Veterans' Employment Preference you must be a U.S. Citizen and (check one of the boxes below):

A Veteran, if

You have been separated under honorable conditions, AND

You have served more than 180 consecutive days of active duty other than for training in the Army, Air Force, Navy, Marines or Coast Guard (not including National Guard or Reserves) or a member of the reserves who served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.

A Disabled Veteran, if

You have been separated under honorable conditions from active duty, AND

You have an established Armed Forces service-connected disability OR are receiving compensation, disability retirement benefits, or pension from the US Department of Veterans Affairs or military department, OR you have received a Purple Heart.

"Where we learn by doing"



Big Sky School District #72

PO Box 161280, Big Sky, MT 59716
45465 Gallatin Road, Gallatin Gateway, MT 59730
Tel (406) 995-4281 Fax (406) 995-2161
www.bssd72.org

The spouse of a disabled veteran if the veteran's disability prevents him/her from working.

The mother of a veteran, if

THE VETERAN died under honorable conditions while serving in the Armed Forces, OR THE VETERAN has a service-connected, permanent, and total disability, AND

YOUR SPOUSE is totally and permanently disabled, OR YOU are the un-remarried widow of the father of the veteran.

In the boxes below, check the attachment you must present at interview in order to document the preference request.

DD-214 Other

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES OF AMERICA? YES NO

I HEREBY CERTIFY THAT (check the applicable box and provide the information requested):

I have not pleaded guilty to or have been convicted of any violation of criminal law, including criminal convictions resulting from a deferred sentence or a plea of nolo contendere/no contest. (minor traffic offenses excepted).

I have pleaded guilty to or have been convicted of at least one violation of criminal law. (This may not necessarily disqualify a person from consideration for employment).

AUTHORIZATION AND RELEASE

I HEREBY CERTIFY THAT THE STATEMENTS MADE BY ME IN THIS APPLICATION AND ALL RELATED INFORMATION WHICH I HAVE PROVIDED ARE TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I understand that omission or misrepresentation of material fact may result in refusal of or separation from employment.

SIGNATURE: _____ DATE: _____

"Where we learn by doing"



Big Sky School District #72

PO Box 161280, Big Sky, MT 59716
45465 Gallatin Road, Gallatin Gateway, MT 59730
Tel (406) 995-4281 Fax (406) 995-2161
www.bssd72.org

I EXPRESSLY AUTHORIZE THE RELEASE TO THE BIG SKY SCHOOL DISTRICT #72 ANY RECORDS OR INFORMATION WHICH MAY REFER OR RELATE TO THIS APPLICATION FOR EMPLOYMENT, INCLUDING, BUT NOT LIMITED TO, RECORDS OF EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT OR CRIMINAL JUSTICE AGENCIES, AGENCIES MAINTAINING CHILD ABUSE RECORDS, AND PREVIOUS EMPLOYERS. I HEREBY RELEASE AND DISCHARGE BIG SKY SCHOOL DISTRICT #72 AND ANY RESPONSIBLE PERSON(S) EMPLOYED BY BIG SKY SCHOOL DISTRICT #72 FROM ANY AND ALL CLAIMS AND LIABILITY WHICH I MAY HAVE OR EVER CLAIM TO HAVE RELATING TO INFORMATION PROVIDED TO THE EDUCATIONAL AGENCY AS PART OF THIS APPLICATION FOR EMPLOYMENT.

SIGNATURE: _____ DATE: _____

PARAPROFESSIONAL POSITIONS ONLY

Briefly describe your experience

Grade level of students with whom worked

Formal training in child development

Reading and mathematics experience with students

Training/experience w children with disabilities

Describe disabling conditions

Capable of lifting a child with disabilities?

Willing to feed and toilet students with disabilities

"Where we learn by doing"



Big Sky School District #72

PO Box 161280, Big Sky, MT 59716
45465 Gallatin Road, Gallatin Gateway, MT 59730
Tel (406) 995-4281 Fax (406) 995-2161
www.bssd72.org

Experience with behaviorally aggressive students

Multicultural experience or training

Experience with academically or economically disadvantaged

Experience with parent groups

POSITION APPLYING FOR: _____

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____

"Where we learn by doing"



Big Sky School District #72

PO Box 161280, Big Sky, MT 59716

45465 Gallatin Road, Gallatin Gateway, MT 59730

Tel (406) 995-4281 Fax (406) 995-2161

www.bssd72.org

EDUCATION:

High School

Name: _____ City: _____ State: _____ From/To _____

Degree/Diploma/Certificate _____ Major Subject _____

College or University

Name: _____ City: _____ State: _____ From/To _____

Degree/Diploma/Certificate _____ Major Subject _____

Degree/Diploma/Certificate _____ Major Subject _____

Special Training:

"Where we learn by doing"