

Application Deadline _____ Application Received _____
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Plevna School District #55
PO Box 158, 327 N. Main St.
Plevna, Montana 59344
Phone: (406) 772-5666~ Fax: (406) 772-5548

Information for Applicants for Coaching

Thank you for your interest in working for the Plevna Schools. The following outline describes the procedure for filing an application for a coaching position at Plevna School District #55.

APPLICATION PROCEDURE

Documents Required

1. District Application and Employment Policies (attached)
2. Letters of Recommendation--Three current letters of recommendation are required.
3. Philosophy statement about coaching
4. Description of Coaching experience

**All materials must be received by the advertised deadline for the application to be considered.

Processing Applications

1. **Initial Screening**-The superintendent will perform an initial screening to check for completeness and to verify that the applicant meets the minimum qualifications advertised in the job announcement. Applications that are not complete will not be considered. Complete applications received after the deadline will be kept on file but will not be considered.
2. **Final Screening**-The supervisor(s) directly responsible for supervision will screen all of the applications and check references on those candidates being considered for interviews. They will recommend candidates for interviews. There may be more than one cycle of interviews.
3. **Interview**-Interviews will be conducted by the superintendent or supervisors directly responsible for supervision. Each candidate will be asked to respond to the same standard series of questions. Candidates not selected for interviews will be notified by mail as soon as possible.
4. **Selections and Notification**-All finalists may be notified by phone within 48 hours of the last interview, if possible. The applicant selected will be hired pending approval of the Board of Trustees as required by Montana statutes.

EMPLOYMENT POLICIES

Equal Opportunity Employer

Each participating 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, political affiliation or national origin or because of age, physical or mental disability, marital status, or gender when the reasonable demands of the position do not require any age, physical or mental disability, marital status, or gender distinction. People of disability may request reasonable accommodation in the hiring process by contacting the school district personnel office.

Retention of Applications

The files will be retained on inactive status until April 1. To apply for another position during that period a candidate must submit a letter of application for the specified vacancy, at which time their file will be reactivated. All inactive files will be culled on April 1, unless a letter has been received requesting the file be retained for another year.

Proof of Employment, TB Test Any applicant chosen for employment must be able to produce **within three days of hire**, documentation that he/she is authorized to work in the United States, pursuant to Form I-9 of the U.S. Department of Justice. Similarly, a selected applicant must provide verification of having received a tuberculin (TB) test within the last five (5) years. Verification must include the date of the test, the results of the test, and the signature of the person who conducted the test. It is district requirement that verification of a TB test is received from any candidate chosen for employment and documentation of the tuberculin (TB) test results must be submitted within seven (7) days of employment.

Background Check

Fingerprint background checks will be conducted on each candidate chosen for employment. Potential employees may be denied employment on the basis of the results of the background check.

Drug Free/Tobacco Free Policies

Our school district is a drug free, tobacco free school and, as such, requires all employees to adhere to specific drug free, tobacco free policies.

Probationary Period

There is an automatic six-(6)-month probationary period for all newly hired employees.

Acknowledgement

I understand that no offer of benefits, such as but not limited to, a pension plan, health insurance, vacation or salary rate, is final until it has been reviewed by the Personnel/Business Office , and fully approved by the (superintendent/board) or designated authorized representative. Further, I have read and understand the above policies of employment.

Applicant Signature/Date

THIS SECTION WILL BE REMOVED BEFORE FILE EVALUATION

Title VII of the U.S. Civil Rights Act requires the State of Montana to "make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed." This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps fulfill these requirements.

This applicant survey will be separated from your application. The survey information will be kept confidential, used only for computerized statistical reports and other lawful uses. Analysis of the information you and others provide will be used to monitor recruitment and selection

practices.

Name:

Last: _____ First: _____ MI: _____

Date: _____

DISABILITY: For purposes of affirmative action, do you consider yourself to be a person of disability as defined by the Americans with Disabilities Act? (A person who "has a physical or mental impairment that substantially limits one or more major life activities, or has a record of such impairment, or is regarded as having such impairment?") If yes, please explain.

_____ No _____ Yes

VETERAN:		
Are you a disabled American Veteran?	Yes	No
Are you a Vietnam Veteran?	Yes	No

COACHING EMPLOYMENT APPLICATION

Plevna School District #55

PO Box 158, 327 N. Main St.

Plevna, Montana 59344

Phone: (406) 772-5666

Type or print legibly in ink. This application must be completed in full. We will not accept "see resume". All statements are subject to verification. **Keep a copy of your completed application and attachments as they will not be returned.** This application

Last Name _____

First _____

MI _____

City _____ State _____

Zip Code _____

Social Security No: _____

Residence Phone No. ____/____/____

Cellular Phone No. ____/____/____

Daytime Phone No. ____/____/____

E-Mail Address _____

Previous School District Experience:

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Education

	Name, City and State	From/To	Degree/Diploma/Certificate	Major Subject
High School or Equivalent				
College or University				
Seminars or Workshops				
Special Training				

PREVIOUS WORK EXPERIENCE (List current and former employers beginning with the most recent, attach separate sheets if necessary.)

Company Name: Address: Phone: Supervisor Name: May we contact this employer ___ Yes ___ No Reason for leaving:	Dates Employed (M/D/Y) From: To: Hours per week: Salary/Wage:	Job Title Duties: # of Employees Supervised
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Company Name: Address: Phone: Supervisor Name: May we contact this employer ___ Yes ___ No Reason for leaving:	Dates Employed (M/D/Y) From: To: Hours per week: Salary/Wage:	Job Title Duties:	# of Employees Supervised
Company Name: Address: Phone: Supervisor Name: May we contact this employer ___ Yes ___ No Reason for leaving:	Dates Employed (M/D/Y) From: To: Hours per week: Salary/Wage:	Job Title Duties:	# of Employees Supervised

HAVE YOU WITHIN THE LAST TEN YEARS BEEN: (if yes answer, attach statement of explanation?)

a. Convicted of any crime against persons (aggravated murder; first or second degree kidnapping; first, second or third degree assault; first, second, or third degree rape; first, second or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment, child abuse, or neglect; first or second degree custodial interference; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct with a minor; first or second degree rape of a child; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; or any of these crimes as they have been previously named or as they may be renamed?
___ No ___ Yes

b. Found in any dependence action or by a court in a domestic relations proceedings or in any disciplinary board final decision to have sexually assaulted or exploited any minor, or to have sexually abused any minor.
___ No ___ Yes

c. Released from prison or convicted of any offense that involved drugs.
___ No ___ Yes

d. Do you have any criminal arrests on which charges are pending related to child abuse, neglect, and/or child sexual abuse and/or sexual exploitation?
___ No ___ Yes

e. Convicted of a felony other than those previously listed.
___ No ___ Yes

**Such charges/conviction will not necessarily be a bar from employment. (An inquiry to the Montana State Patrol and/or Federal Law Enforcement Agency will be made.)

Applying for:

- ___ Head Elementary/Junior High Girls' Basketball
- ___ Assistant Elementary/Junior High Girls' Basketball
- ___ Head Elementary/Junior High Boys' Basketball
- ___ Assistant Elementary/Junior High Boys' Basketball

- Head High School Girls' Basketball
- Assistant High School Girls' Basketball
- Head Junior High Boys' and Girls' Track
- Head High School Boys' and Girls' Track

First Aid Certified? Yes No
 CPR Certified? Yes No
 Are you available for practices? Yes No
 Are you available to travel to games? Yes No
 Are you a Certified Coach? Yes No

Areas of Certification:

Coaching Clinics:

All of the information I have provided in this application is true, correct and complete. I authorize School District No. 55 to inquire with current and former employers or references and obtain any and all information regarding my job-related background. I also authorize School District No. 55 to check for any conviction(s) on record. I release and waive School District No 55 my employers, and all references from any and all liability in obtaining such information. I agree that if I have provided false or incomplete statements, the District may, at its sole discretion, without notice or due procedures, terminate my employment.

Signature Date

Contact: Nicole Buerkle, District Clerk,
 or Jule Walker, Superintendent
 PO Box 158, 327 N. Main St.
 Plevna, Montana 59344

Telephone: (406) 772-5666 Fax: (406) 772-5548
 E-mail: julew@plevna.k12.mt.us or
jule_walker@metnet.mt.gov

PLEVNA SCHOOL DISTRICT # 55 is an EQUAL OPPORTUNITY EMPLOYER