

BIGFORK SCHOOL DISTRICT #38 COACH APPLICATION

DIRECTIONS: APPLICATION MUST BE TYPED OR PRINTED. ANSWER EACH QUESTION FULLY.

NAME _____ DATE _____

ADDRESS _____ PHONE _____

COACH POSITION APPLYING FOR: _____ SOCIAL SECURITY NO. _____

EDUCATIONAL BACKGROUND

Name and Location	Graduation Date
HIGH SCHOOL _____	_____
COLLEGE _____	_____
COLLEGE MAJOR(S) _____ COLLEGE MINORS _____	
OTHER EDUCATION _____	

SPORTS COACHING EXPERIENCE

Name and Location	Year(s)	Team Record
HIGH SCHOOL _____	_____	_____
_____	_____	_____
_____	_____	_____
COLLEGE _____	_____	_____
_____	_____	_____
_____	_____	_____

ANY RELATED ACTIVITIES AND/OR EXPERIENCES
(include sports, community and recreational work, etc.)

Please attach your resume providing employment information for at least the last twenty (20) years with the most recent first.

REFERENCES

Name	Title	Address	Phone Number
1			
2			
3			
4			
5			
6			

MILITARY STATUS

Have you ever served in the U.S. Armed Forces? _____ Branch: _____ Dates: From _____ To _____ Rate/Rank: _____ Reserve Status: _____ Type of Discharge: _____

HEALTH AND MEDICAL INFORMATION:

Are you aware of any physical or psychological handicaps that would interfere with your assignment or should allow you special consideration? If so, please attach a separate statement, including any reasonable accommodations that the district would be required to make. (Note: The district is in compliance with Federal and State Laws and rules for employment.)

Emergency Contact:

Name: _____

Address: _____ Phone: _____

MISCELLANEOUS

Have you ever applied for work under another name? _____ If yes, what name? _____

Explain: _____

Have you ever worked for us before? _____ When? _____ What position? _____

CONVICTION REPORT

Because of the responsibility the Bigfork School District No. 38 has to its school children and community, the following information is needed from all applicants and employees regarding convictions.* A record of conviction does not necessarily disqualify an applicant from consideration; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any considerations that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the District Personnel Clerk. Please read carefully and answer every question.

PLEASE PRINT CLEARLY

a. NAME: _____

Full Middle Name	Last	First
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OTHER NAMES USED: _____
(Include Maiden name, Nicknames, Etc.)

b. Social Security Number: _____

- c. Have you ever been convicted of a minor offense other than a traffic violation? YES NO
- d. Have you ever been convicted of a felony? YES NO
- e. Are you now waiting trial on a felony charge? YES NO
- f. Have you ever been convicted of a sex or drug related offense? YES NO
- g. Have you ever admitted or been convicted of a dangerous crime against children? YES NO

IF YOU ANSWERED YES TO ANY OF QUESTIONS C THROUGH G, ATTACH "SUPPLEMENTAL CONVICTION INFORMATION FORM" AVAILABLE FROM THE PERSONNEL CLERK.

1. Is there any other information not required by this application that you should disclose to the District so that it may accurately evaluate your fitness to work in a position of public trust with minor students? YES NO

(If you are uncertain as to the relevance or necessity to disclose a matter, trait, etc., disclose and the District will determine whether the information is pertinent). If your answer is anything other than NO, explain fully.

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true, accurate and complete.

I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of Bigfork School District No. 38.

I authorize the Bigfork School District No. 38 to make reference checks prior to employment and I will execute such documents to facilitate this investigation. (This obligation to cooperate does not cease upon employment). I understand that my employment is not finalized until the background investigation has been completed and the Bigfork School Board Trustees has officially approved my employment. I understand that misrepresentation or omission of pertinent facts or failure to cooperate in the investigation may be cause for dismissal.

Signature: _____ Date: _____

* Conviction means the final judgment on a verdict or a finding of guilty, or a plea of guilty or nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

**Please note that prior to hiring, you must submit a notarized statement, provided by the district, attesting to the fact that you have neither admitted nor committed the crimes listed below. In conjunction with this you will submit fingerprints for a background check. The crimes required to be disclosed on the affidavit are:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 1. Sexual abuse of a minor. | 18. Molestation of a child |
| 2. Incest | 19. Voluntary manslaughter |
| 3. First- or second-degree murder | 20. Aggravated assault |
| 4. Kidnapping | 21. Assault |
| 5. Arson | 22. Exploitation of minors involving drug offenses |
| 6. Sexual assault | 23. Aggravated assault resulting in serious physical injury or committed by the use of a deadly weapon or dangerous instrument |
| 7. Sexual exploitation of a minor | 24. Commercial sexual exploitation of a minor |
| 8. Felony offenses involving contributing to the delinquency of a minor | 25. Taking a child for the purpose of prostitution |
| 9. Commercial sexual exploitation of a minor. | 26. Child prostitution |
| 10. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous drugs | 27. Involving or using minors in drug offenses |
| 11. Felony offenses involving the possession or use of marijuana or dangerous drugs. | |
| 12. Burglary in the first, second or third degree | |
| 13. Aggravated or armed robbery | |
| 14. Robbery | |
| 15. A dangerous crime against children | |
| 16. Child Abuse | |
| 17. Sexual conduct with a minor | |

APPLICATION FOR COACH CONTINUED

Because you are applying for a position that involves working with children or the position would place you in the same environment as children, 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 form of violence such as assault, rape, child abuse, child molesting, extortion, blackmail, coercion, or any crime which involved drugs?

____ NO ____ YES If yes, explain the nature of the crime, place and date of correction or sentence.

Coaching positions are contingent upon:

1. FBI fingerprint investigation
2. Criminal background check
3. Verification of Professional Services
4. Reference checks

APPLICANT AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize the representative of Bigfork School District #38 to make such investigations and inquires of my personal employment, financial or medical history and other related matters as may be necessary in arriving at any employment decision. I hereby release employers, schools or persons from all liability in responding to inquires in connection with my application in the event of employment. I understand that false or misleading information given on my application or interview(s) may result in discharge. I understand also that I am requested to abide by all rules and regulation of the Bigfork School District.

Printed Name

Signature of Applicant

Date Signed

EEO: This district is in compliance with Federal and State equal employment opportunity laws. Qualified applicants are considered for a position without regard to race, color, sex, national origin, age, marital status or the presence of a non job-related medical condition or handicap.

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 THE BIGFORK PUBLIC 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 THE BIGFORK PUBLIC SCHOOLS. 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.

Printed Name

Signature of Applicant

Date Signed

IN COMPLIANCE WITH FEDERAL AND STATE EQUAL EMPLOYMENT OPPORTUNITY LAWS. QUALIFIED APPLICANTS ARE CONSIDERED FOR A POSITION WITHOUT REGARD TO RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS OR THE PRESENCE OF A NON JOB-RELATED CONDITION OR HANDICAP.

Please sign on the signature line only of the next page

600 Commerce Street
P.O. Box 188
Bigfork, MT 59911



BIGFORK PUBLIC SCHOOL DISTRICT 38

Office of the Superintendent
(406) 837-7400
FAX (406) 837-7407

To the Applicant: Your signature **only** is required on this form. It will be copied and sent to your work references

Personnel Reference Form

Applicant Name: _____

Former Employer: _____

Social Security #: _____

The above-named applicant has applied for employment with the Bigfork School District and has listed your organization as a former employer. We would appreciate your verification and completion of this form at your earliest convenience. Information provided will be treated in confidence and will not be placed in a personnel file.

Applicant's Authorization

I consent to and authorize the above-named former employer, and its agents and employees, to furnish any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information and reason for separation of employment relating to my employment with the former employer. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment. I also hereby release the above named former employer, and its agents and employees, from all liability for damages or claims, including but not limited to defamation, interference with contract, or prospective economic advantage and negligence, I have or may have which arise or result from any reference information provided pursuant to this authorization or any attempts to comply with this information.

X Applicant Signature: _____ Date: _____

Record of Employment

Position(s) Held: _____ Dates Employed: _____

Summary of Essential Duties: _____

Reason for Leaving: _____

Salary at Termination: _____ Eligible for Rehire? Yes No

Please rate the following:	Excellent	Good	Average	Fair	Poor
Job Knowledge	_____	_____	_____	_____	_____
Accuracy	_____	_____	_____	_____	_____
Productivity	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Team Spirit	_____	_____	_____	_____	_____
Communication Skills	_____	_____	_____	_____	_____
Overall Performance	_____	_____	_____	_____	_____

Comments: _____

Signature: _____ Title: _____ Date: _____

BIGFORK SCHOOL DISTRICT NO. 38
POST OFFICE BOX 188, BIGFORK, MT 59911
PHONE: 406.837.7400 FAX: 406.837.7407

I, _____, am seeking employment or volunteer assignment with Bigfork School District No. 38. I acknowledge that a complete investigation into my background is necessary to protect the safety and welfare of the children in the Bigfork School District. I hereby expressly and voluntarily give the Bigfork School District the right to make a thorough investigation of my past employment, education, and activities. I specifically authorize the release of any and all information of a confidential or privileged nature, **including confidential criminal justice information as defined in Section 44-5-103(3), MCA**, to the staff of the Bigfork School District and its agents. I understand that the Bigfork School District reserves the right to use any lawful method of investigation that, in its sole discretion, it deems reasonable and necessary.

I hereby release the Bigfork School District and any organization, company, institution, or person furnishing information to the District and its agents as expressly authorized above, from any liability for damage which may result from any dissemination of the information requested, subject to the provisions of Title 44, Chapter 5, Part 3, MCA.

This document is effective until revoked in writing by me.

Signature

Date

Print Full Name: _____

Print Full Address: _____

Birth Date: _____ Social Security Number: _____

State of Montana
County of Flathead

On this _____ day of _____, 201____, before me, _____, a Notary Public for the State of Montana, personally appeared _____, known to me to be the person named in the foregoing Release, and acknowledged to me that _____ executed the same as _____ free act and deed, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

(SEAL)

Signature of Notary

Printed Name of Notary
Notary Public for the State of Montana
Residing at _____
My Commission Expires _____