

WHITEHALL SCHOOL DISTRICT 4-47-2



P. O. Box 1109  
 1 West Yellowstone  
 Whitehall, Montana 59759  
 406-287-3455  
 406-287-3843 FAX

**EMPLOYMENT APPLICATION  
 FOR  
 CERTIFIED PERSONNEL**

**AN EQUAL OPPORTUNITY EMPLOYER**

Phone: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_  
 (Last) (First) (Middle Initial)

Present Address: \_\_\_\_\_  
 (Street/Box) (City) (State) (Zip Code)

Permanent Address: \_\_\_\_\_  
 (Street/Box) (City) (State) (Zip Code)

Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Position for which you are applying \_\_\_\_\_

Other positions for which you are qualified \_\_\_\_\_

Date you are available for work \_\_\_\_\_

EDUCATION

College/University & Location	Major	Minor	Degree/ Diploma	Dates From - To

Date graduated \_\_\_\_\_ Credits [QTR or SEM] Major \_\_\_\_\_ Minor \_\_\_\_\_

Credits earned beyond Bachelors degree: \_\_\_\_\_ Credits [QTR or SEM]

Credits earned beyond Masters degree: \_\_\_\_\_ Credits [QTR or SEM]

STUDENT TEACHING EXPERIENCE  
(Beginning teachers only)

School Name & Location	Dates	Subject/grades	Supervising Teacher

TEACHING EXPERIENCE

This information is used to determine beginning salary. Please list last employer first.

Employer	Address	Grades/Subjects	Dates

Total number of years of full-time experience: \_\_\_\_\_

CERTIFICATION

Do you hold a valid Montana Teaching Certificate? \_\_\_\_\_ (Please include a copy with this application.)

Information regarding your eligibility for Montana certification may be secured from: Director of Certification, Office of Public Instruction, Helena, MT, 59620. This district does not assume any responsibility for your certification.

PERSONAL/PROFESSIONAL DATA

Are you an American Citizen? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If "yes", what? Where? \_\_\_\_\_

(Not necessarily a bar to employment.)

Do you claim veteran's preference? \_\_\_\_\_ Branch of Service \_\_\_\_\_ Dates of service \_\_\_\_\_

Are you employed at the present time? \_\_\_\_\_ If so, where? \_\_\_\_\_

Why are you leaving your present employment? \_\_\_\_\_

Why are you seeking employment in this school district? \_\_\_\_\_

Will you accept your place on a salary schedule based on education and experience? \_\_\_\_\_

Will you attend and supervise school activities as assigned? \_\_\_\_\_

Will you willingly participate in committee and other professional work? \_\_\_\_\_

Whitehall School District #4-47-2 policy requires teachers to live in the school district. Is this a problem? \_\_\_\_\_  
If so, why? \_\_\_\_\_ (Not being able to live in the district does not necessarily bar employment.)

EXTRA CURRICULAR INTERESTS

Please indicate areas in which you have experience and/or ability to assist in an extracurricular program. This includes such areas as: music, forensics, publications, & athletics. List the specific activities, not just the area, for which you are qualified and willing to direct or assist.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

REFERENCES

Should include superintendents/principals for whom you have taught and who have first hand knowledge of your character, personality, teaching abilities, and attitude. Please do not refer us to your credentials.

Name	Phone Number	Official Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Include with this application the following:

A statement of not more than 500 words expressing your philosophy of education as it pertains to the position for which you are applying.

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I understand that in filing this application my work experience, character, attitude and related information is subject to investigation to determine the desirability of my employment with the Whitehall School District, and that this information will be kept confidential. I grant permission for such an investigation to be conducted.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

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I authorize a name-based and fingerprint criminal background investigation to determine if I have been convicted of certain criminal or drug offenses.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

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- Please provide us with copies of all transcripts. Unofficial copies are acceptable at this stage of the application process. Please have your College/University forward a copy of your placement file. Three (3) letters of reference may be substituted for the placement file.
  - You will be contacted if the administration determines an interview is desired.
  - Incomplete applications will not be considered.
  - All application materials are destroyed two years after closing date.

THANK YOU FOR YOUR INTEREST IN THE WHITEHALL SCHOOLS