



# North Star Public School

District 99M

[www.northstar.k12.mt.us](http://www.northstar.k12.mt.us)

**High School**  
406-355-4481 Phone  
406-355-4532 Fax

PO Box 129, 105 3<sup>rd</sup> Ave NE  
Rudyard, MT 59540

**Elementary School**  
406-376-3183 Phone  
406-376-3197 Fax

PO Box 250, 205 3<sup>rd</sup> Street E  
Gildford, MT 59525

**North Star School District 99M**

## **Certified Employment Application**

**Applicant:** Please complete the entire application packet for consideration. The attached employment application and any other required materials should be completed and delivered to the school's main office at PO Box 129, Rudyard, MT 59540 by the end of business on the closing date for the position. A completed application should include:

- ❖ Cover Letter
- ❖ Resume
- ❖ Application
- ❖ Transcripts (unofficial are fine, official will be required upon hire)
- ❖ Copy of Montana Educator's License
- ❖ 3 Letters of Recommendation
- ❖ 3 Professional References

**Background Check Form:** Please complete the attached form to allow North Star Schools to complete a background check. A completed background check is required prior to the start of employment. Your completed background check will be reviewed to determine your acceptability for the position applied for. It will be stored in accordance with Montana and federal statute.

**Equal Opportunity Employer:** North Star School District 99M is an Equal Opportunity Employer. We are committed to excellence through diversity and welcome application from people of all backgrounds.

Please email all application materials to [bhawkins@northstar.gaggle.net](mailto:bhawkins@northstar.gaggle.net).

**NORTH STAR SCHOOL DISTRICT 99M**  
 Employment Application



APPLICANT INFORMATION												
Last Name			First			M.I.		Date				
Street Address						Apartment/Unit #						
City			State			ZIP						
Phone			E-mail Address									
Date Available			Montana Educator's License #									
Position Applied for												
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?					
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain					
EDUCATION												
High School			Address									
From		To										
College			Address									
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree		
Other			Address									
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree		
REFERENCES												
<i>Please list three professional references.</i>												
Full Name			Relationship									
Company			Phone									
Address												
Full Name			Relationship									
Company			Phone									
Address												
Full Name			Relationship									
Company			Phone									
Address												

**Previous employment** – Please list all employers for at least the last 5 years. Any gaps in employment must be explained in an attached letter. Attach more pages as necessary.

Company / School		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company / School		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company / School		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.  
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

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

1 **North Star School District**

5122

2  
3 **PERSONNEL**

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5 Fingerprints and Criminal Background Investigations

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7 Board policy requires that any finalist recommended to be employed in a paid or volunteer  
8 position with the District, involving regular unsupervised access to students in schools, as  
9 determined by the Superintendent, shall submit to a name-based and fingerprint criminal  
10 background investigation conducted by the appropriate law enforcement agency before  
11 consideration of the recommendation for employment or appointment by the Board. The results  
12 of the name-based check will be presented to the Board, concurrent with the recommendation for  
13 employment or appointment. Any subsequent offer of employment or appointment will be  
14 contingent on results of the fingerprint criminal background check, which must be acceptable to  
15 the Board, in its sole discretion.

16  
17 The following applicants for employment, as a condition for employment, will be required, as a  
18 condition of any offer of employment, to authorize, in writing, a name-based and fingerprint  
19 criminal background investigation:

- 20
- 21 • A certified teacher seeking full- or part-time employment with the District;
  - 22 • An educational support personnel employee seeking full- or part-time employment with  
23 the District;
  - 24 • An employee of a person or firm holding a contract with the District, if the employee is  
25 assigned to the District;
  - 26 • A volunteer assigned to work in the District, who has regular unsupervised access to  
27 students; and
  - 28 • Substitute teachers.

29 Any requirement of an applicant to submit to a fingerprint background check will be in  
30 compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If  
31 an applicant has any prior record of arrest or conviction by any local, state, or federal law  
32 enforcement agency for an offense other than a minor traffic violation, the facts must be  
33 reviewed by the Superintendent, who will decide whether the applicant will be declared eligible  
34 for appointment or employment. Arrests resolved without conviction will not be considered in  
35 the hiring process, unless the charges are pending.

36

37 Legal Reference:	§ 44-5-301, MCA	Dissemination of public criminal justice information
	§ 44-5-302, MCA	Dissemination of criminal history record 39 information that is not public criminal justice 40 information
	§ 44-5-303, MCA	Dissemination of confidential criminal justice 42 information
	ARM 10.57.113	Substitute Teachers
	Public Law 105-251, Volunteers for Children Act	

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46 Policy History:

47 Adopted on: 7/1/2005

48 Revised on:

**APPLICATION AND NOTICE PURSUANT TO THE NATIONAL CHILD PROTECTION ACT OF  
1993 AS AMENDED BY THE VOLUNTEERS FOR CHILDREN ACT**

5122F

To Whom It May Concern:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to North Star School District (the District) for the position of (please be specific)

\_\_\_\_\_.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

Pursuant to the VCA, the district (a) to which you have applied for employment or to serve as a volunteer, or (b) by which you are employed or serve as a volunteer requests a background check. Your rights and responsibilities under the VCA are as follows:

1. Provide a set of fingerprints. These fingerprints will be used to conduct a search of FBI criminal history records. The district conducting this background check may use the resulting record only for the authorized purpose(s) and will not retain or disseminate it in violation of federal statute, regulation, or executive order, or rule, procedure, or standard established by the National Crime Prevention and Privacy Compact Council. 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d). The fingerprint background check will be at my expense and will be deducted from the initial paycheck unless other arrangements are made with the District Office.
2. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
3. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
4. You are entitled to (a) obtain a copy of the background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before a final determination is made by the state government agency performing the background check. If district policy permits, its officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If the district policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks> or by contacting Montana Criminal Records and Identification Services at PO Box 201403, Helena MT 59620. 28 CFR, 16.30 through 16.34.
5. Prior to the completion of the background check, the district may choose to deny you unsupervised access to a person to whom the district provides care.

The [district] [Superintendent] [administration] shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the Board of Trustees. The district shall make reasonable efforts to respond to the inquiry within 15 business days.

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Your Name: \_\_\_\_\_  
First Middle Maiden Last

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt.

\_\_\_\_\_ City State Zip

I have been convicted of, or am under pending indictment for, the following crimes  
[include the dates, location/jurisdiction, circumstances and outcome]:

I have not been convicted of, nor am I under pending indictment for, any crimes.

Your signature below acknowledges this entity has informed you of your privacy rights for  
fingerprint-based background check requests used by the entity for non-criminal justice purposes.

I have been provided with a copy of this form. I have read and understood the foregoing and my certification  
is true and correct to the best of my knowledge and belief.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

## NONCRIMINAL JUSTICE APPLICANT'S RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>8</sup> by The Board of Real Estate Appraisers that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>9</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>10</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at [DOJCRISS@mt.gov](mailto:DOJCRISS@mt.gov) or 406-444-3625.

*Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency for non-criminal justice purposes.*

Signed:

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Name

Date

<sup>8</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>9</sup> See 28 CFR 50.12(b).

<sup>10</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form.

Form number: APPR&R 20120611



# North Star School District 99M

## Equal Employment Opportunity Form

### Applicant Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *State* *ZIP Code*

Home Phone: (    ) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

### Voluntary Information

*This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.*

#### Racial or Ethnic Group

- American Indian/Alaskan       Asian/Pacific Islander       Black/African American  
 Hispanic/Latino       White/Caucasian       Other

#### Gender

- Female       Male

#### Military Service

- Pre-Vietnam Era       Vietnam Era  
 Post-Vietnam Era       Disabled Veteran

#### How did you hear about this position?

- Newspaper       Company Employee       Professional Publication  
 Job Fair       Placement Office       Website  
 Other \_\_\_\_\_