

APPLICATION FOR CLASSIFIED (PARAPROFESSIONAL, BUS DRIVERS, MAINTENANCE, CUSTODIAL, ETC.) POSITIONS

Thank you for your inquiry concerning a classified position at Northern Cheyenne Tribal Schools. Our school has been working towards recruiting quality staff members to add to the teaching staff of educators.

EMPLOYMENT APPLICATION PROCESS

To be considered for a classified position at Northern Cheyenne Tribal Schools, you must acquire and submit the following information. Files will not be considered unless they are complete. **Note: due to limited support staff in the Administrative office, we are unable to match documents or materials sent separately with the exception of a confidential placement file so please staple all paperwork together and submit as a packet.** You may also want to make a copy of your application and related documents as they will not be released after submittal to the Administrative office.

1. APPLICATION:

- Complete all sections. (Please do not indicate "see resume").
- Be specific as to the position you are inquiring about.
- Please indicate only those areas for which you are qualified to perform.

2. LETTERS OF RECOMMENDATION:

- Three letters of reference from your employers and/or supervisors preferably to be included in your application requirements.

CERTIFICATION

Appropriate Associate of Arts degree or higher be included in your application. A tribal, federal and state background check will be required. Applicant is responsible to pay for background checks before being hired and/or to start employment with NCTS.

UPDATING FILES is the candidate's responsibility. All files will be retained on active status for 6 months or as long as you update your file using a Classified Application Update Form to let us know of your continuing interest and additional qualifications, i.e. experience, certificates etc.

NORTHERN CHEYENNE TRIBAL SCHOOL IS ON A TRADITIONAL CALENDAR. Anticipated start date for classified/certified staff that is new to NCTS is mid August.

We are pleased that you chose Northern Cheyenne Tribal School for possible employment and wish you the best in your future.

NORTHERN CHEYENNE TRIBAL SCHOOLS

"Home of the Eagles"

#1 Campus Drive

P.O. Box 150

Busby, Montana 59016

Phone: (406) 592-3646 - Fax: (406)592-3645

APPLICATION FOR CLASSIFIED EMPLOYMENT

IMPORTANT: Please type or print in **INK** only – **ALL ITEMS MUST BE ANSWERED**

Name: _____

Last

First

Middle

Address: _____

Street/P.O. Box

City

State

Zip Code

Telephone: _____

Home#

Cell #

Message #

Tribal Affiliation: _____ Enrollment #: _____

Position(s) Desired: 1. _____ 2. _____

PHOTO: Office Use Only/Required after hire.

County and State(s) you have lived during the past Five (5) years:

1. _____ 2. _____ 3. _____

How did you learn about the position(s) for which you are applying? Advertisement Newspaper
 TV/Radio Relatives/Friends Website

An Equal Opportunity Employer

The Northern Cheyenne Tribal Schools does not **DISCRIMINATE** on the basis of **RACE, COLOR, SEX, RELIGION, AGE, DISABILITY** or **NATIONAL ORGIN**.

NOTE: Applications will remain on file for **SIX** months from the date submitted.

PERSONAL DATA (Please type or print)

1. Name: _____

2. If less than five years at current address, please list addresses:
 _____ How Long?

3. Will you accept (Check all that apply): PERMANENT ___ TEMPORARY ___
 SEASONAL/SUMMER ___

4. Will you work: FULLTIME ___ PART TIME ___ SUBSTITUTE ___

5. Will you be available to work? ___ WEEKENDS ___ DAY/NIGHT SHIFTS

6. Date YOU will be available to work? _____

7. Do you have a Driver's License? Yes ___ No __, if yes, number: _____
 Do you have a Commercial Driver's License? Yes ___ No __, if yes number: _____

8. List any relative(s) currently employed by the Northern Cheyenne Tribal Schools:
 NAME: _____ RELATIONSHIP: _____
 DEPARTMENT/SCHOOL: _____
 NAME: _____ RELATIONSHIP: _____
 DEPARTMENT/SCHOOL: _____
 NAME: _____ RELATIONSHIP: _____
 DEPARTMENT/SCHOOL: _____

9. Have you ever used other name(s)? Yes ___ No __. If yes, please list the name(s) and dates used. _____

WORK EXPERIENCE: (Please complete all information)

10. List all employers, including telephone numbers and addresses, over the pass (10) years-most recent first. If you need additional space, please attach additional pages. **NOTE: "SEE ATTACHED RESUME" IS NOT SUFFICIENT.**

Employment Dates:	Employer's Name,	Supervisor's Name:	Reason for leaving:	Position/Title/Salary
FROM:	Address, Phone #.			
_____	_____	_____	_____	_____
TO:				
_____	_____	_____	_____	_____

Employment Dates: Employer's Name, Supervisor's Name: Reason for leaving: Position/Title/Salary

FROM:

TO: Address, Phone #.

FROM:

To: Address, Phone #.

FROM:

TO: Address, Phone #.

FROM:

TO: Address, Phone #.

NOTE: If you are being considered for employment, we will contact the above for references. If you are currently employed, we contact your employer.

11. PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT OF OVER THIRTY (30) DAYS.

12. Have you ever been dismissed from a position? Yes ___ No ___

If yes, please explain: _____.

13. Have you ever been asked to resign from a position? Yes ___ No ___

If yes, please explain: _____.

14. Have you ever resigned, rather than face disciplinary action? Yes ___ No ___

If "Yes", please explain: _____.

15. Are you a former, Northern Cheyenne Tribal Schools employee? Yes ___ No ___

If "yes", dates of employment (if not listed in work experience section): _____

16. What language(s), other than English, do you speak? _____

Write: _____ Read _____

EDUCATION:

17. Circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED COLLEGE 13 14 15 16
GRADUATE

NAME OF SCHOOL	CITY/STATE	GRADUATE (YES/NO)	DEGREE	MAJOR	MINOR
----------------	------------	-------------------	--------	-------	-------

High School

_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------

College or Technical

_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------

18. Describe additional training not listed above (Trade/business school, etc.) and list any professional organizations you belong to, special awards you have received, etc.

PROFESSIONAL EXPERIENCE AND/OR TRAINING:

Administrative Support Applicants:

Please check the area(s) for which you have training or experience.

Word Processing WPM Access Internet Powerpoint
 Payroll Word Excel Printshop Website NASIS

List other software programs: _____

Data Processing Secretary Clerk Typist Manual Dictation
 Bookkeeping/Accounting

Instructional Applicants (SUBSTITUTE OR PARAPROFESSIONAL):

SUBSTITUTE _____ **PARAPROFESSIONAL** _____

High School Diploma: YES NO

AA Degree(s)

or 60 Semester hours of college credits: YES NO

List any previous experience working with children: _____

NOTE: If employed as an Instructional Assistant, you may be asked to provide a copy of your High School Diploma and if applicable, college transcripts.

Bus Driver Applicants:

Have you received a moving violation within the past (3) years? YES _____ NO _____

If "Yes", please explain: _____

Maintenance/Custodial:

Note the length of experience in the applicable are(s):

Carpentry _____ Mechanical _____ Refrigeration _____
Painting _____ Electrical _____ Custodial _____
Grounds _____ Building Maintenance _____ Other _____

Have you received a citation for a moving violation in the past (3) years? YES ___
NO __, if "Yes", please explain _____.

SIX REFERENCES (THREE (3) PROFESSIONAL SUPERVISORY and (3) PERSONAL.):

19. Provide the names, telephone numbers and complete addresses of **(3) Professional and (3) Personal references**, that are familiar with your personality, character and work habits. **(Note: If you are being considered for employment, we will contact these references.)**

NAME	YEARS KNOWN	OCCUPATION	ADDRESS (City, State, Zip Code & Phone #)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MILITARY RECORD:

Military Status: _____ Branch of Service: _____

Type of Discharge: _____ Are you now in Reserves or National Guard? _____

If "Yes", please explain your Rotation(s): _____

20. IMMUNIZATION RECORD INFORMATION:

Require that an immunization record for each employee be on file prior to employment. It shall be a condition of employment that the employee, provide the school with proof of immunizations for Rubella or Rubella unless employee falls within one of the exceptions provided in the school policy.

If you are under the age of 45, you must provide documentation of Rubella (German Measles) immunity.

If you were born after January 1, 1957, you must provide documentation of Measles (Rubella) immunity.

Exceptions:

1. Statement signed by a licensed physician or state/local health officer affirming that immunization is medically inappropriate.

Employee provided statement indicating that religious reasons preclude compliance.

SUPPORTING DOCUMENTS: (Submit copies of the following items with your application.)

1. A current Resume.
 2. GED, High School Diploma and/or Paraprofessional (ADE-Assessment).
 3. Current Montana Background Check.
 4. Immunization Record.
 5. Include three letters of professional recommendation.
-

21. CONVICTION REPORT:

CONVICTION means a final judgment on a verdict or finding of guilt, or a Plea of Nolo Contendere (No Contest), 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 that has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

REQUIRED FOR ALL CATEGORIES OF EMPLOYEES: The following information is needed regarding criminal convictions. A record of conviction does prohibit employment; however, failure to complete this report accurately and completely shall result in disqualification from consideration for employment, or may be cause for dismissal or result in prosecution for filing false information with a public agency. **A.** (1) Length of time since the conviction(s); (2) Circumstances of the offense; (3) Number of convictions; (4) Employment since the conviction; (5) Rehabilitation; (6) Nature of the job which the applicant has applied and; (7) Any other relevant information.

Applicant and employees must also report any convictions that occur subsequent to completing this report. **Questions** regarding this report may be directed to the Human Resources Department at (406) 477-6284 Ext. 9. Please read carefully, answer each question and sign, date at the bottom. **B. NOTE:** The School may refuse to hire applicants and may discharge employees who have falsified answers to inquiries about their conviction record or fail to accurately and completely answer such questions. The School may also file a criminal report against an applicant/employee.

Social Security Number: _____

Last Name: _____ First Name: _____ M.I. _____

Other Names Used: _____ Date(s) Used: _____

Have you ever been convicted of a minor offense other than traffic violations? YES ___ NO ___

Have you ever been convicted of a felony? YES ___ NO ___

Have you ever been convicted of a drug-related offense? YES ___ NO ___

Have you ever been convicted of a sex-related offense? YES ___ NO ___

Have you ever been convicted of any of the following? YES ___ NO ___

NOTE: Please circle the letter(s) in which you have been convicted.

- a. Sexual abuse of a minor.
 - b. Incest
 - c. First or Second degree murder.
 - d. Kidnapping
 - e. Arson
 - f. Sexual assault
 - g. Sexual exploitation
 - h. Felony offenses involving, contributing to the delinquency of a minor.
 - i. Commercial sexual exploitation of a minor.
 - j. Felony offenses involving sale, distribution or transportation of, offer to sell, transport or conspiracy to sell, or distribute marijuana, dangerous drugs or illicit drugs.
 - k. Felony offenses involving the possession or use of marijuana, dangerous and/or narcotic drugs.
 - l. Misdemeanor offenses involving the possession or use of marijuana and/or dangerous drugs.
 - m. Burglary in the first degree.
 - n. Burglary in the second or third degree.
 - o. Aggravated or armed robbery.
 - p. Robbery
 - q. A dangerous crime against children as defined in _____.
 - r. Child abuse
 - s. Sexual conduct with a minor.
 - t. Molestation of a child.
 - u. Manslaughter
 - v. Aggravated assault
 - w. Assault
 - x. Exploitation of minors involving drug offenses.
 - y. Driving under the influence of intoxicating liquor or drugs as prescribed in; _____ or aggravated driving under the influence of intoxicating liquor or drugs as prescribed in _____.
 - z. Offenses involving Domestic Violence.
-

If any of the above answers are marked "YES", fill in the information below.

Conviction Charge(s): _____

Date(s) of conviction(s): _____

City/State: _____ Amount of fine: _____

Length of incarceration: _____ Length of terms of Probation: _____

COMMENTS: _____

CERTIFICATION

NOTIFICATION/AFFIDAVIT/SIGNATURE

My signature below indicates that I HAVE READ, UNDERSTAND AND AGREE to the following:

It is the policy of the Northern Cheyenne Tribal Schools (NCTS) not to discriminate on the basis of race, color, religion, gender (Including sexual harassment as described in the NCTS's, NCT's Policies concerning sexual harassment), sexual orientation, age, national origin, disability, marital status, political affiliation, or Veteran status in its Educational programs, activities or employment policies as required by Federal Law. The school abides by Federal Laws regarding people with disabilities. If you have a special need, reasonable accommodations will be made in accordance with the American Disabilities Act of 1990. Inquiries regarding compliance with any of the above may be directed to the School's Personnel Department or to the Director of the office for Civil Rights, U.S. Department of Education, Federal Office Building, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582.

Every answer I have provided on this application is both complete and truthful. I understand and agree that: (1) If any information is omitted from, or not filled in on this application, or if any false information is furnished, the School will reject my application; (2) if any false information is furnished, I will be ineligible for consideration of employment and may be subjected to criminal prosecution; and (3) if I am employed by the school, I may be dismissed from employment, criminally prosecuted, and if certified, my certification may be revoked, if it is later determined that I have furnished false information on this application.

I understand that in order for the school to determine my eligibility, qualifications and suitability for employment, the School will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and former Employers and Educational Institution I have attended regarding my education, training, or enrollment, position(s) held, reason (s) for leaving employment, whether I could be rehired, reason for not rehiring (if applicable), and similar information. In addition, I understand that the School will confirm my fingerprint clearance card is still valid.

If I am employed by the school, employment is conditional and rests upon (a) satisfactory pre-employment reference checks, (b) results from fingerprint check, and is subject to (c) the policies and regulations of the School, (d) submitting documentary proof of authorization to work in the United States, (e) and, if required appropriate state certification/licensing. Employment will not be finalized until the background investigation has been completed. Misrepresentation or omission of pertinent facts may be cause for termination. Parties providing this information will be released from any liability in connection with reference and fingerprint checks made by the School.

I authorized the Northern Cheyenne Tribal School to make reference checks prior to employment and I will execute such documentation to facilitate this investigation.

I further understand and acknowledge that any promise or offer of employment by any Northern Cheyenne Tribal School employee other than the Superintendent, Administrative Service manager, or Personnel Director is not valid and that no employment decisions are final until approved by the Governing Board.

I hereby certify that the information presented on this application is true, accurate and complete. I authorize the investigation of all statements contained in this application. I understand that misrepresentation or omission of pertinent facts shall be cause for not considering my candidacy or in the event hired dismissal from the School.

Please PRINT your name here: _____

Applicants Signature: _____ Date: _____

PROFESSIONAL STAFF HIRING

CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE

NORTHERN CHEYENNE TRIBAL SCHOOLS

I, _____ (Applicants Name) have applied for employment with this School to work as a _____ (Job Title). I understand that in order for the School to determine my eligibility, qualifications, and suitability for employment the School will conduct a background investigation to determine if I am to be considered for an offer of employment. This investigation may include asking my current employer, and/or former employer(s) and all Educational Institutions I have attended regarding my training, experience, qualifications, job performance, professional conduct, and evaluations, as well confirming dates of employment and/or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reasons for not rehiring (if applicable), and similar information.

I hereby give my consent for any Employer and/or Educational Institution to release any information requested in connection with this background investigation.

According to the Family Educational Rights and Privacy Act, I have a right to see most education records that are maintained by any Educational Institution.

In light of preceding paragraph, I waive ___/do not waive ___ (Initial only one) my right to see any written reference or other information provided to the school by any Educational Institution.

According to the Montana Revised Statutes Section _____, an employer that provides written communication to the NCTS regarding my current or past employment must send me a copy at my last known address. I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that the NCTS will not further consider my application if it cannot complete its background investigation.

In light of the preceding paragraph, I waive ___/ do not waive ___ (Initial only one) my right to receive a copy of any written communication furnished to the NCTS's, by any employer.

Whether or not I have waived my right to see or to receive copies of written references furnished to the NCTS by Employers or Educational Institution(s), I release, hold harmless, and agree not to sue or file any claim of any kind against any current or former Employer or Educational Institution(s), and/or Officer or Employee of either, that in good faith furnishes written or oral references requested by the NCTS to complete its background investigation.

Dated this _____ day of _____, 20_____.

Applicants Signature _____

NORTHERN CHEYENNE TRIBAL SCHOOLS

P.O. BOX 150, # 1 CAMPUS DRIVE

BUSBY, MONTANA 59016

RACE-SEX DOCUMENTATION

The following information is necessary for the Northern Cheyenne Tribal School (NCTS) to keep on file to verify statistics regarding the classification of applicants in making required annual reports to the Department of Health, Education and Welfare and the Office of Civil Rights.

The information is to be removed from the application upon receipt and kept on file and will not be transferred to the application.

1. Type of position applied for: Substitute Paraprofessional Bus Driver
 Maintenance/Counselor
 2. If you checked "Paraprofessional", please indicate which grade, in order of preference. You must provide a copy of official transcripts that indicate completion of Associate of Arts degree or higher to be considered for substitute or paraprofessional.
A. _____ B. _____ C. _____ D. _____
 3. Sex: Male Female
 4. Race:
-

White/Non-Hispanic Black/Non-Hispanic
 Hispanic Asian/Pacific Island
 American Indian/Alaskan Native

NOTE: PLEASE RETURN ENCLOSED WITH YOUR APPLICATION TO ENSURE PROPER ACCOUNTING PROCEDURES. THIS WILL BE REMOVED FROM APPLICATION UPON RECEIPT.

STOP: PLEASE MAKE SURE ALL SUPPORTING DOCUMENTS FROM THIS APPLICATION ARE ATTACHED AND PAGES THAT REQUIRE A SIGNATURE ARE SIGNED.
