

West Yellowstone Public School  
School District NO. 69  
411 N. Geysler, P.O. Box 460  
West Yellowstone, Montana 59758  
(406) 646-7617

## Teacher and/or Administrator APPLICATION FOR EMPLOYMENT

DR.  
MR.  
MRS.  
MISS  
MS.

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(LAST) (FIRST) (MIDDLE)

Date \_\_\_\_\_

Position Desired \_\_\_\_\_

**Please complete all pages of the application fully.  
Furnishing information on the application is mandatory unless otherwise stated.**

- In addition to the completed and signed form, please provide the following additional information:
  1. A letter of application specifying the applied-for position
  2. Professional resume which includes academic preparation, experience and other specifically related qualifications
  3. Copies of transcripts of all college or university credits to date (official transcripts required upon hire)
  4. College placement file/papers and/or letters of recommendation (minimum of three)
  5. Evidence of Montana certification/licensure
- An application may be submitted in person, by mail, or by fax. Applications must be received by the final filing date. Postmarks are not accepted.
- Photocopies may be submitted in place of an original application.
- Applications and supporting materials will not be returned.

**AN EQUAL OPPORTUNITY EMPLOYER**

**PERSONAL DATA (Please Type or Print)**

Name \_\_\_\_\_  
(Last) (First) (Middle) (Soc. Sec. Number)

Other Name by which records may be identified \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

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

In case of emergency notify \_\_\_\_\_

Have you been employed by West Yellowstone Schools Before? \_\_\_\_\_

Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If so, attach detailed explanation.

Are you presently employed? \_\_\_\_\_ If so, name & address of present employer \_\_\_\_\_

Position desired (check any for which you wish to be considered)

- 1) Elementary Teacher \_\_\_\_\_ Grade Levels \_\_\_\_\_
- 2) Secondary Teacher \_\_\_\_\_ Subjects: Majors \_\_\_\_\_  
Minors: \_\_\_\_\_
- 3) Substitute Teacher \_\_\_\_\_ Grades/Subjects \_\_\_\_\_
- 4) Teaching Assistant/Teacher Aide \_\_\_\_\_ Grade Levels \_\_\_\_\_
- 5) Secretarial \_\_\_\_\_ Typing W.P.M. \_\_\_\_\_ Shorthand \_\_\_\_\_ Machines \_\_\_\_\_
- 6) Food Services \_\_\_\_\_
- 7) Maintenance \_\_\_\_\_
- 8) Transportation \_\_\_\_\_
- 9) Volunteer \_\_\_\_\_

**HEALTH AND PHYSICAL CONDITION**

Condition of general health \_\_\_\_\_

Do you have any physical requirements which preclude you from performance and certain kinds of work? \_\_\_\_\_

If yes, please describe any special work limitations \_\_\_\_\_

When will you be available? \_\_\_\_\_

**REFERENCES**

Please attach three references who can respond on your behalf, names, addresses, telephone numbers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PREPARATION AND EXPERIENCE

### EDUCATIONAL PREPARATION

Name of School	Location	Dates	Year of Graduation	Degree
Elementary				
High				
College/Univ.				

### TECHNICAL/VOCATIONAL PREPARATION

NAME OF INSTITUTION	LOCATION	AREA OF PREPARATION	DATES

### STUDENT TEACHING EXPERIENCE:

School	Location	Grade/Subject	Dates	Contact Person

### TEACHING EXPERIENCE, CONTRACT ONLY: (Most recent first)

School	Location	Grade/Subject	Dates	Contact Person

\*\*May we contact your present employer? \_\_\_\_\_ If not, please explain

Have you been discharged or asked to resign from any position? \_\_\_\_\_

If so, please explain \_\_\_\_\_

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## ADDITIONAL INFORMATION (Teacher Applicants)

Highest degree earned \_\_\_\_\_ Credits earned after degree \_\_\_\_\_

Undergraduate Major \_\_\_\_\_ Minors \_\_\_\_\_

G.P.A. \_\_\_\_\_

Graduate Degree Specialization \_\_\_\_\_

G.P.A. \_\_\_\_\_ Activities which you are able, and willing to sponsor \_\_\_\_\_

Do you hold a certificate to teach in Montana? \_\_\_\_\_ Class \_\_\_\_\_

Level \_\_\_\_\_ Endorsements \_\_\_\_\_

### HISTORY OF NON-TEACHING EMPLOYMENT

EMPLOYER	FROM:	TO:	POSITION	SUPERVISOR	PHONE # ADDRESS
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					
6. _____					

#### ATTACH THE FOLLOWING

1. A brief statement of your philosophy of education
2. What plans you have for professional growth
3. What contributions can you make to this school system

I hereby certify that the information presented on this form is true, accurate and complete, I authorize the investigation of all statements contained in this application. I understand that any misrepresentation or omission of pertinent facts is cause for dismissal.

Signature \_\_\_\_\_

#### NOTE:

Before final consideration for employment, the candidate must have on file in the superintendent's office a complete set of transcripts and a placement file. It is the candidate's responsibility to see that transcripts and placement files are provided. A personal interview is also required. Out-of-state candidates should contact the Office of Public Instruction, State Capitol - Rm. 106, Helena, Montana 59620, regarding certification. All applicants must qualify for Montana Certification prior to the beginning of the school year.