

Christopher Kellogg  
Principal



Cassandra Biggers  
Business Mgr./Clerk

**APPLICATION FOR EMPLOYMENT OF CERTIFIED POSITION**

We welcome you as an applicant for employment with the Ramsay school District No. 3 it is the policy and intent of Ramsay School District No. 3 to provide quality in opportunity in employment for all persons. This policy prohibits discrimination on the basis of race, color, religion, national origin, political affiliation, disability, marital status, sex, or age. This policy applies to all phases of such discrimination. Please complete all requested information in its entirety. Resumes will not be accepted in lieu of completion of this application. Resumes and letters of recommendation are optional incomplete or unsigned applications will not be considered.

**PLEASE NOTE:** Complete all areas of application.

1. Name  
 Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

2. Address  
 Number and Street \_\_\_\_\_ City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

3. Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

4. List in order of preference the grade levels you prefer to teach:  
 a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_ d. \_\_\_\_\_

List preference is subjects: \_\_\_\_\_

5. What extracurricular activities would you be qualified for and would accept as a long-term assignment for which extra pay is given?

\_\_\_\_\_ Volleyball \_\_\_\_\_ Basketball \_\_\_\_\_ Track \_\_\_\_\_ Drama (Christmas Program)

\_\_\_\_\_ Music \_\_\_\_\_ Cross Country \_\_\_\_\_ Technology \_\_\_\_\_

Other: (Please describe) \_\_\_\_\_

6. What are your hobbies or avocations? \_\_\_\_\_

7. EDUCATION: Full information and dates are required.

Schools Attended	Name/ Location	Major	Minor	Diploma/ Degree	Dates		Date Graduated
					From	To	
College or Univ.							
Graduate School							



Other Schools						

8. Number of semester hour credits in Major \_\_\_\_\_ Minor \_\_\_\_\_

9. Describe the Montana certificate you now hold, if any. Folio No \_\_\_\_\_

(You must be eligible for a Montana certificate to be considered.)

CLASS	LEVEL	SUBJECT ENDORSEMENTS	DATE ISSUED	DATE OF EXPIRATION

10. What kind of certificate are you eligible for? Elementary \_\_\_\_\_ Secondary \_\_\_\_\_

11. Data regarding practice teaching: (Persons with three years or more teaching experience need not complete.)

City & School in which Practice Teaching	Name of Cooperating Teacher	Grades/ Subjects Taught	Dates		Number of Months
			From	To	

College Supervisor(s) Name and Address:

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12. Complete history of teaching experience. This information is used to determine beginning salary. List last employer first. Use additional sheets if necessary.

ACCURATE AND COMPLETE INFORMATION IS REQUIRED

EMPLOYER Address, City State, Zipcode	Contact Person Name/ Phone Number	Grades/ Subjects Taught	Dates		Full/ Part Time	Number Of Months
			From	To		



EMPLOYER Address, City State, Zipcode	Contact Person Name/ Phone Number	Grades/ Subjects Taught	Dates		Full/ Part Time	Number Of Months
			From	To		

13. References: Give names of Principal or Supervisor in each school system listed above.

NAME	Present Address	Position	School

14. Do you claim veteran's preference as a veteran or eligible relative of a veteran? \_\_\_ Yes \_\_\_ No

If yes, is this preference as a disabled veteran? \_\_\_ Yes \_\_\_ No DD-214 required.

15. Branch of Military \_\_\_\_\_ Dates of Service \_\_\_\_\_

16. Have you ever applied for a teaching position in Ramsay? Yes \_\_\_ No \_\_\_

If Yes, Regular Teacher \_\_\_\_\_ Substitute Teacher \_\_\_\_\_ Dates: \_\_\_\_\_

17. Have you secured from the registrar and included or sent us your transcripts of work taken?  
\_\_\_ Yes \_\_\_ No If not, please provide this information.

18. Have you notified your college Placement Center to send us your papers? \_\_\_ Yes \_\_\_ No

19. Transcripts and recommendations must be forwarded to the Principal's Office as soon as possible. No action will be taken on your application without this information.

20. Have you ever been convicted or adjudicated of a criminal offense? \_\_\_ Yes \_\_\_ No

Since this item is not necessarily a bar to employment, if "Yes", please comment.

21. If hired, you will be required to be fingerprinted in order to do a police/FBI background check.

Do you give Ramsay School District permission to do a background check? \_\_\_ Yes \_\_\_ No

22. Are you under contract to another school system at the present time? \_\_\_ Yes \_\_\_ No

23. If selected for employment, when would you be available to begin work? \_\_\_\_\_



**24. Supplementary information**

**A. Briefly describe your approach to classroom management. Include comments on student discipline.**

**B. In dealing with a wide range of student abilities what skills/methods would you utilize to provide:**

**1. Enrichment for your students?**

**2. Accommodations/Interventions for students below benchmark?**

**C. What are your long range goals for professional training?**

**D. What special skills would you bring to this position?**



E. In summary, what qualities make you the ideal candidate for an interview for this position?

I VERIFY THAT THE ABOVE STATEMENTS ARE TRUE AND FACTUAL.

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

\_\_\_\_\_  
Date