

# *Poplar Public Schools*

400 4<sup>th</sup> Avenue West; PO Box 458  
Poplar, MT 59255  
406-768-6600

## **COACHES AND SPONSORS APPLICATION**

This application will be kept on file for 3 years following the date of application. If you wish to be considered for an opening during that time, notify this office.

**APPLICANT'S NAME** \_\_\_\_\_

**PRESENT ADDRESS** \_\_\_\_\_

**TELEPHONE#** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**Position Applying For** \_\_\_\_\_

**ALL APPLICATIONS MUST BE COMPLETE.**

**\*\*DRUG TEST- you must pass a district drug test before you can work.**

**\*\*BACKGROUND CHECK\*\*you must have this done before you can work**

Property of Poplar Public School District 9 & 98

**Current or Most Recent Employer**

**Employer:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Does your current supervisor know you are applying for this position? Yes\_\_ No\_\_**

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

1. Do you have the legal right to work in the United States?  
Yes\_\_ No\_\_
2. Are you able with or without reasonable accommodation to perform the functions of the job for which you are applying?  
Yes\_\_\_\_ No
3. Have you ever been released or discharged from employment or resigned to avoid such release or discharge?  
Yes\_\_ No\_\_  
If yes, please explain. Include the date of discharge or resignation and the reason for discharge or resignation: \_\_\_\_\_

4. I hereby certify that (check the applicable box and provide the information requested)  
  
 I have not pleaded guilty to or have been convicted of any violation of criminal law, including criminal convictions resulting from deferred sentence or a plea of nolo contendere/no contest (minor traffic offenses excepted).  
  
 I have pleaded guilty to or have been convicted of a least one violation of criminal law. Please attach and sign a complete description of the circumstances surrounding such conviction. (This may not necessarily disqualify a person from consideration from employment).

**AUTHORIZATIONS**

I hereby authorize the Poplar Public School District 9 & 9B to inquire about my record with any or all of my former and/or current employers or references with no liability arising there from. I hereby guarantee the correctness of all statements. The making of any false statement herein will be sufficient cause for dismissal. I also authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Poplar Public School District is an equal opportunity school district which complies with federal rules and regulations and does not discriminate on the basis of race, color, religion, creed, sex, national origin, age, handicap, marital status or political belief. Accommodations are available to the physically challenged for the application process.

#### **OTHER APPLICATION REQUIREMENTS**

- ▶ Negative pre-employment drug test (given by Poplar School District 9 & 9B)
- ▶ Payroll paperwork
- ▶ Safety orientation
- ▶ Complete background check (given by Poplar School District 9 & 9B)

#### **POPLAR SCHOOL DISTRICT'S CONTROLLED SUBSTANCE TESTING POLICY STATEMENT**

In accordance with Poplar School District's drug awareness resolution and its drug-free work place policy statement, the District hereby establishes this controlled substance testing policy. Poplar School District is dedicated to providing a drug-free environment within the school district. Poplar Schools District recognizes that its officials, employees and other representatives are its most valuable resources with which to achieve the goal of controlled substance use, manufacture, distribution and possession within the community. Poplar School District strongly believes in its officials, employees and other representatives and desires to provide assistance for those in the District who want and need it.

In meeting these goals and desires, this controlled substance testing policy shall be implemented to:

- ▶ Assure that District officials, employees and other representatives are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner.
- ▶ Create a school district environment free from the adverse effects of controlled substance abuse; and
- ▶ Prohibit the unlawful use, manufacture, distribution and possession of controlled substances.

Finally, this testing policy shall be implemented in such a way as to fully protect each individual's right to complete confidentiality and total reliability. In addition, this testing policy shall, if approved by the members of the Poplar Education Association and Poplar Education Support Staff Organization, become part of all employee collective bargaining agreements currently existing, or to be bargained in the future, and shall be maintained at not less than the highest minimum standards in effect in the district.

