

**Poplar Public School District 9 & 9B**  
**Non Certified Employee Application Form**  
**District Office**  
**PO Box 458**  
**Poplar, MT 59255**  
**(406) 768-6600**

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

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

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

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

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

**ALL APPLICATIONS MSUT BE COMPLETE.**

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

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

**Property of Poplar Public School District 9 & 9B**

**EDUCATIONAL AND PROFESSIONAL TRAINING BEYOND HIGH SCHOOL (MOST RECENT FIRST)**

Name of Institution/Location	Major Field	Diploma/Degree	GPA	Date

**WORK EXPERIENCE**

Business Name/Location	Reason for Separation	Dates Employed	Job Duties

Have you ever been charged or convicted of a felony in US District, Federal, and or in a Tribal Court of Law?\_\_ \_

If yes, when and what was the nature of the conviction? \_\_\_\_\_

Have you ever worked for the Poplar School District before? \_\_\_\_\_

If yes, When? \_\_\_\_\_

Are you currently employed?

If yes, where? \_\_\_\_\_

**REFERENCES:**

Give, as references, persons who are qualified to answer concerning your fitness for the position you seek. Include, especially, persons under whom you have taught and those who know your ability and character.

Name	Official Position	Address/Telephone #

Because of the large number of applications received by this office, we regret that we are unable to notify you in writing of the status of your individual application. However, we welcome phone inquiries from you in that regard.

**IMPORTANT:**

- ▶ Provide recommendations or a placement file.
- ▶ Furnish current transcripts.
- ▶ Provide a photocopy of your Montana drivers license and social security card.

**OPTIONAL:**

An application form does not always present all facets of a employee's skills, abilities, interests, or special qualities. You may submit a personal/professional written sketch of those things which distinguish you as an employee. This is limited to 500 words.

**AUTHORIZATIONS**

I hereby authorize the Poplar Public School District 9 & 98 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

\_\_\_\_\_  
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.

**WRITE A BRIEF NARRATIVE EXPLAINING WHY YOU WOULD LIKE TO WORK FOR THE POPLAR PUBLIC SCHOOL SYSTEM.**
