



Rural School Sub-Teacher Application Instructions and Information

Please complete all pages of the application. Furnishing information on the application is mandatory.

An application must be picked up or returned in person, as we are required to verify your identification. Once your Identification is verified, you may submit the application in person, mail, email, or by fax.

In addition to the completed and signed application, please provide the following additional information:

- Resume if available
- Photocopies may be submitted in place of an original application
- Each individual district may have specific record-keeping requirements. As long as you have sub taught in any of the rural schools during the year, your sub application may be reactivated for each of the following school years without re-applying. After a one year of not subbing, you will have to re-apply.
- Proof of Employability-Any applicant chosen for employment must be able to produce a social security card, driver's license, or some other acceptable form of verification of employment eligibility in the United States pursuant to Form I-90 of the U.S. Department of Justice.
- Copy of teaching certificate(s) if applicable
- A background check is required if one has not been completed by a public school district or university within the last two years. Request either a Re-dissemination form to obtain a copy from another district or the paperwork to process the background check. The \$47 fee is the applicant's responsibility.
- All non-certified sub teachers must complete a self-paced course through the Office of Public Instruction's Montana Learning Hub. Administrative Rules of Montana require three hours of training. Visit <http://learninghub.mrooms.net> create your account to log in, choose the self-paced courses icon, scroll down to support staff, and begin your course as directed. Upon completion of the course, submit the certificate to the County Superintendent.

GALLATIN COUNTY

Rural School Application for Substitute Teaching

Please complete this application by typing or printing in ink.

Office Use Only

Date Completed Application Received: _____ Identification verified _____ Other _____
Background Check: Form received _____ Date requested _____ Date received _____

PERSONAL DATA

Full Name _____ Last 4 digits of SSN: _____

Present Address _____
Street/P.O. Box City State Zip Code

Phone/Cell _____ Email Address _____

Are you a veteran of military service? _____ Are you a certified teacher? _____ SEID# _____

Endorsements: _____

What grades (K-8) are you willing to be a substitute: _____

Indicate days of the week you will be available to sub

Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___

Other Preferences: _____

EDUCATION

High School Diploma/GED/HiSET? Yes No

Name	Location	Diploma/Degree/Specialization-Year
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High School _____

College/University _____

Courses & Training _____

ADDITIONAL INFORMATION

Other relevant experience, licenses, certificates, special skills, and volunteer work, etc.

WORK EXPERIENCE *(List most recent work experience first.)*

Company Name _____ Immediate Supervisor _____

Company Address _____
Street / P.O. Box City State Zip Code

Job Title _____ Phone _____

Job Description (duties, skills, equipment used)

Dates _____ Reason for Leaving _____
From (mm/yy) To (mm/yy)

WORK EXPERIENCE

Company Name _____ Immediate Supervisor _____

Company Address _____
Street / P.O. Box City State Zip Code

Job Title _____ Phone _____

Job Description (duties, skills, equipment used)

Dates _____ Reason for Leaving _____
From (mm/yy) To (mm/yy)

WORK EXPERIENCE

Company Name _____ Immediate Supervisor _____

Company Address _____
Street / P.O. Box City State Zip Code

Job Title _____ Phone _____

Job Description (duties, skills, equipment used)

Dates _____ Reason for Leaving _____
From (mm/yy) To (mm/yy)

(Attach additional sheets if necessary to include at least the last five years of work history)

REFERENCES

Name	Location	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

You may also attach reference letters.

Do you want to be informed before we contact your present employer? Yes No

Please check the schools you would be willing to be a substitute teacher:

Amsterdam Gallatin Gateway Monforton Springhill
 Anderson LaMotte Cottonwood Malmborg
 Pass Creek Willow Creek Big Sky West Yellowstone

All Rural Schools are an Equal Opportunity Employer

Each district associated with this application prohibits discrimination against or harassment of any person employed by or seeking employment with the school district because of race, creed, religion, color, political affiliation or national origin or because of age, physical or mental disability, marital status, or gender when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or gender distinction. People of disability may request reasonable accommodation in the hiring process by contacting the school district personnel office.

Authorization to Release Employment Records

If employed by a participating school district, the applicant authorizes the school district to supply his/her employment record at the school district's sole discretion, in whole or part, to any prospective employer, government agency, or other party, when the school district's interest is deemed appropriate.

Drug Free/Tobacco Free Policies

All associated school districts are drug free, tobacco free schools and, as such, require all employees to adhere to specific drug free, and tobacco free policies.

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me.

Signature _____ Date _____

Gallatin County Superintendent of Schools makes no representations or warranties as to the suitability of this Employment Application for any particular employer or job opening, and disclaims any liability that might arise from the use of this Employment Application by an employer or a job seeker. Employment is determined by each individual district.

A personal visit to the schools while classes are not in session may be helpful. For more information on county schools,

Visit <http://www.gallatin.mt.gov>
choose Department then Superintendent of Schools
or
email your inquiry to:
superintendentofschools@gallatin.mt.gov

Gallatin County Superintendent of Schools
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