



# JEFFERSON HIGH SCHOOL

Substitute Classified Staff Application  
**Paraprofessional ♦ Secretary ♦ Custodian ♦ Cook**  
PO Box 838 Boulder MT 59632 Phone:(406)225-3740 Fax:(406)225-3289

Date of Application: \_\_\_\_\_

Position(s) in which you are interested: Secretary Cook Paraprofessional/Aide Custodian

**PERSONAL DATA:**

Name: \_\_\_\_\_

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

Phone:(\_\_\_\_)\_\_\_\_\_ Message Phone:(\_\_\_\_)\_\_\_\_\_ Email: \_\_\_\_\_

**LICENSURE/CERTIFICATION:**

Do you hold a:

Boiler's License?\_\_\_\_\_ Driver's License?\_\_\_\_\_ Type:\_\_\_\_\_ Paraprofessional Certificate:\_\_\_\_\_

Related Certification/Training: *Please list all technical certification or training you have had.*

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_
5. \_\_\_\_\_ 6. \_\_\_\_\_

**EDUCATION:** *List most recent first. Be sure to include information about classes that specifically relate to this job.*

Attendance Dates	School/Location	Certificate/Degree	G.P.A.

**WORK EXPERIENCE:** *List related experiences first.*

Employment Dates	Employer Name Address & Phone	Duties

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

**REFERENCES:** *Please list two.*

Name	Phone	Address	Occupation

**EQUIPMENT OPERATED:** *Please list equipment, computers and software that you have used or have had training on:*

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_
5. \_\_\_\_\_ 6. \_\_\_\_\_
7. \_\_\_\_\_ 8. \_\_\_\_\_
9. \_\_\_\_\_ 10. \_\_\_\_\_

**PREFERENCES:** *Attach a copy of your DD 214.*

Are you claiming Veteran's Preference? \_\_\_\_\_ Are you a disabled Veteran? \_\_\_\_\_

**CHILD SAFETY:**

Have you, within the past seven years, been released from prison or been convicted of any form of violence, such as assault, rape, child abuse, child molestation, extortion, blackmail, or any offense that involves drugs, embezzlement, fraud, stealing, or robbery? \_\_\_\_\_ If yes, please attach a separate sheet explaining the nature, place and date of the crime.

Do you consent to a fingerprint/background check as required by state and federal laws for employment in a school district? \_\_\_\_\_

**RELEASE OF LIABILITY**

I hereby authorize Boulder Public Schools to inquire as to my record with any or all of my former and/or current employers or references with no liability arising there from. I thereby guarantee the above information is true. I understand misrepresentation or omission of facts called for is cause for dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Supplemental Items Attached:**

- DD 214
- Copy of Certificates and License
- Explanation Letter(if necessary)