



EMPLOYMENT APPLICATION

Woods Creek Montessori is an equal opportunity employer and as such we prohibit discrimination against any employee or applicant because of race, color, religion, sex, age (as defined by the applicable law, national origin, disability or any other protected classification. Consistent with the American Disabilities Act, applicants may request accommodations needed to participate in the application process.

PERSONAL INFORMATION (please print)

Name _____ Date of Application _____
Street Address _____
City _____ State _____ Zip _____
Home Phone _____ Work Phone _____ E-mail _____

APPLICATION INFORMATION

Position sought _____
Minimum salary required \$ _____ Date Available to start _____
Are you over 16 years of age? Y/N If No, can you supply a work permit for work eligibility? Y/N
Current CPR? Y/N Current First Aid? Y/N
If offered employment, will you be able to provide verification of your legal right to work in the United States? Y/N
If offered the position for which you are applying, will you be able to perform the essential duties of this job with or without reasonable accommodation? Y/N

EDUCATION

Circle Highest Grade Completed: 8 9 10 11 12 Circle Number of years of College: 1 2 3 4 5 6
College(s) attended: _____
Degree(s) Earned: _____ (attach a copy of diploma)
List All Courses in Child Development and Education/Care and number of Credits Earned (or attach a transcript).

PROFESSIONAL EXPERIENCE

Do you hold a Montessori teaching Certificate? Y/N If yes, please attach a copy of the diploma.
Do you have any experience working in a childcare/school setting? Y/N If yes, please describe.

Do you have any experience supervising the work of others? Y/N If yes, please explain.

Please provide information about your work history. List the most recent job first. You may attach a resume with this completed form. If more space is needed, you may attach a separate sheet.

Current Employer _____
Street Address _____
City _____ State _____ Zip _____ Phone _____
Name and Title of Supervisor _____ May We Contact Y/N
Your Position _____ Dates of Employment _____
Duties _____ Salary _____

Reason for Leaving _____

Previous Employer _____

Street Address _____

City _____ State _____ Zip _____ Phone _____

Name and Title of Supervisor _____ May We Contact Y/N

Your Position _____ Dates of Employment _____

Duties _____ Salary _____

Reason for Leaving _____

Previous Employer _____

Street Address _____

City _____ State _____ Zip _____ Phone _____

Name and Title of Supervisor _____ May We Contact Y/N

Your Position _____ Dates of Employment _____

Duties _____ Salary _____

Reason for Leaving _____

PROFESSIONAL REFERENCES (other than former supervisors)

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-Mail _____

How do you know this person? _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-Mail _____

How do you know this person? _____

Name _____

Address _____

Phone _____ E-Mail _____

City _____ State _____ Zip _____

How do you know this person? _____

PROFESSIONAL CERTIFICATIONS

Please list any professional licensures or certifications that might be relevant to the position for which you are applying. _____

Have you ever been disciplined/terminated for, or accused of any form of misconduct with a child or children, or child abuse? If yes, please give date(s) and explain. Yes _____ No _____

Have you ever been convicted of a crime other than minor traffic offenses? Yes _____ No _____

If yes, please state the nature of the offense, where the offense occurred, date and sentence imposed. (Conviction will not necessarily disqualify you for employment.)

On a separate page, please describe any additional experience relating to group care of children (e.g., volunteer work, student internships, Montessori experience, etc). State the number of weeks and/or hours at each experience, including preparation time. Indicate ages of children in each group.

CERTIFICATION OF THE APPLICANT

I certify that the answers given herein are true and complete to the best of my knowledge. If the Woods Creek Montessori (WCM) determines that any of the information submitted in this application is false, including employment history and educational background, I shall be immediately disqualified from consideration for employment and/or discharged from employment in accordance with WCM policy. Furthermore, I authorize the school to investigate all information contained in this application, and all persons to furnish information to the school. I release WCM and any agents or other persons acting on its behalf, as well as any employers, individuals, school or organizations I identify during the application process from any liability associated with asking for or providing information or reference about me.

I understand and agree that nothing contained in this application, or conveyed during my interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and prior notice, at the option of either myself or WCM. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon MCC unless made in writing.

I understand that if I am a successful applicant, I may receive a conditional job offer, subject to the results of a TB screening, and the successful passage of a criminal background check. I will provide original documents demonstrating my eligibility to work in the United States within three days of hire.

Printed Name _____

Signature _____ **Date** _____