

# Walnut Farm Montessori School Application for Employment

**To Applicant:** We are an equal opportunity employer and comply with all federal, state and local laws, which prohibit discrimination in employment because of race, color, national origin, citizenship, age, gender, religion, disability, marital status, sexual orientation, and veteran status, or any other protected category.

## General Employment Information

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

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

City, State, Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Date Available: \_\_\_\_\_

Position Applying for: \_\_\_\_\_ CPR/First Aid Trained: Yes No

Do you hold a Montessori Teaching Certificate? Yes No If yes, please list training program and dates: \_\_\_\_\_

## Education

**If you desire, you may instead attach a resume that includes all the requested information regarding your education, professional activities and employment history.**

### Secondary School

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

Did you graduate? Yes No If No, how many years were completed? \_\_\_\_\_

### College or University

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

Did you graduate? Yes No If No, how many years were completed? \_\_\_\_\_

**Post-Graduate Education**

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

Did you graduate? Yes No If No, how many years were completed? \_\_\_\_\_

List any special accomplishments, awards, honors or publications that may be relevant for the position for which you are applying:

\_\_\_\_\_

Additional education, including certifications, special courses and other programs:

\_\_\_\_\_

Do you have plans to further your education? If so, please explain: \_\_\_\_\_

\_\_\_\_\_

**Professional, Civic and Other Activities**

Please list professional, trade, business or civic activities and offices held. Please do not include those activities which would tell us your race, gender, religion, national origin, sexual orientation, marital status or veteran status: \_\_\_\_\_

\_\_\_\_\_

**Employment History**

Please list current or most recent position first.

**Employer's Name:** \_\_\_\_\_

Address and Phone Number: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Involved: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Beginning hourly/salary rate: \_\_\_\_\_ Ending hourly/salary rate: \_\_\_\_\_

**Employer's Name:** \_\_\_\_\_

Address and Phone Number: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Involved: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Beginning hourly/salary rate: \_\_\_\_\_ Ending hourly/salary rate: \_\_\_\_\_

**Employer's Name:** \_\_\_\_\_

Address and Phone Number: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties Involved: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Beginning hourly/salary rate: \_\_\_\_\_ Ending hourly/salary rate: \_\_\_\_\_

**Professional References**

If you have personal references you may attach them to this application.

**Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Daytime Phone Number:** \_\_\_\_\_

**Dates Known/Relationship to You:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Daytime Phone Number:** \_\_\_\_\_

**Dates Known/Relationship to You:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Daytime Phone Number:** \_\_\_\_\_

**Dates Known/Relationship to You:** \_\_\_\_\_

## Additional Questions

Are you legally authorized to work in the United States on a full-time/permanent basis? Yes No

Are you able to perform, with or without reasonable accommodation, the essential functions of the position for which you are applying? Yes No

Have you, since attaining the age of 18, been convicted of a criminal offense? (Conviction will not disqualify you from consideration for employment unless there is a direct relationship to the job or your employment would pose an unreasonable risk.) Yes No If yes, please explain:

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Have you ever been accused of any form of child abuse? Yes No If yes, please explain:

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Have you ever been discharged or forced to resign from a position? Yes No If yes, please explain:

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What age group do you prefer to work with? 18-36 months 3-6 years 6-9 years 9-12 years

Is there an age group you would prefer do to work with? \_\_\_\_\_

Briefly, what is your philosophy of education? \_\_\_\_\_

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How would you handle a child who is misbehaving? \_\_\_\_\_

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Do you like to lead or follow in a team? \_\_\_\_\_

Please tell us about yourself and what draws you to the position for which you are applying:

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## Pre-Employment Statement

The facts stated in my application for employment with walnut Farm Montessori School are true and complete. I understand that false or inaccurate statements or omissions of material fact shall be grounds for denial of employment and, if employed, for immediate dismissal. I authorize Walnut Farm Montessori School to investigate all statements and claims contained within this application and subsequent oral interviews, and acknowledge and agree that walnut Farm Montessori School may check references from sources other than those listed herein. I hereby release all current and former employers from any charges or damages fro releasing all and any employment information, whether subjective or objective, to Walnut Farm Montessori School.

I also understand that an offer or acceptance of employment does not create a contract of employment or otherwise alter the at-will nature of my employment with walnut Farm Montessori School.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_