



APPLICATION FOR EMPLOYMENT

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other status protected by the law. Montessori Kids Universe is an Equal Opportunity Employer.

Application Date _____

Position Applied For _____ Full Time Part Time

Expected Salary per hour _____ Expected Salary per year _____

Personal Data

Name (last, first, middle)

Address

City _____ State _____ Zip Code _____

Home/cell phone () _____ Business Phone () _____

Are you at least 18 years of age? Yes No

If requesting part time, list the days and hours of availability (school is open Monday – Friday)

Education

High School Name _____ Date of graduation _____

College / University _____ Date of graduation _____

[Type text]

[Type text]

[Type text]

What Degree did you earn? _____

Additional College or University? _____

Date of attendance and Degree earned? _____

Montessori Credential? Training Center _____

Date of certification _____

I have Montessori certification in:

Infant / Toddler _____ Primary _____ Lower El. _____ Upper El. _____

List any other certificates, training or degrees held: _____

What do you consider your greatest strength? _____

What experience have you had with children that would be valuable to this position? _____

How would you describe your personality? _____

What is the reason you are leaving your current position? _____

PROFESSIONAL REFERENCES - Please provide a minimum of 3 references with first-hand knowledge of your character, personality, and work performance.



Name and Contact Information:

Name: _____ Phone: _____
Position: _____ Email: _____
Relationship: _____ Years Known _____

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EMPLOYMENT HISTORY

Starting with your most recent job, describe all paid and military positions. Use additional pages if necessary.

Job Title	Salary
Company Name _____	
From: _____ to _____ Immediate Supervisor _____	
Address _____	

[Type text]

[Type text]

[Type text]

Phone ()

Type of business

Reason for leaving _____

Job Title

Salary

Company Name _____

From: _____ to _____ Immediate Supervisor _____

Address

Phone ()

Type of business

Reason for leaving _____

Job Title

Salary

Company Name _____

From: _____ to _____ Immediate Supervisor _____

Address

Phone ()

Type of business

Reason for leaving _____

ELIGIBILITY FOR EMPLOYMENT

Are you eligible to legally work in the U.S? Y ____ N ____

If not, explain: _____

List any additional certifications: (First Aid, CPR, etc.) _____



Have you ever been convicted of an offense (excluding minor traffic violations)? Yes No

If you are hired, you will be required to have a criminal background check.

Is this acceptable to you? Yes No

Is there anything that would interfere with your ability to successfully perform the duties of this position?

If yes; please explain: _____

List person to be contacted in case of emergency:

Name _____

Address _____

Phone _____

AUTHORIZATION TO OBTAIN INFORMATION:

I certify that all information stated is true and complete to the best of my knowledge. I authorize Montessori Kids Universe to obtain information to validate the authenticity of this Application. I understand any omissions or misrepresentations may prevent my application from consideration of employment. I authorize Montessori Kids Universe to obtain information about my criminal records and I also approve a background check to be conducted.

[Type text]

[Type text]

[Type text]

FOR OFFICE USE ONLY

Accepted for employment: ___ Yes ___ No Position _____

Starting rate: \$_____ per hour/per year Starting date: _____

Interviewed by: _____ Date: _____

Approved for hire by: _____ Date: _____

Terminated by: _____ Date: _____

If hired, I understand this application is not considered a contract. In the State of _____, I am considered an at will employee and may be terminated by Montessori Kids Universe at any time.

Signature _____ Date _____