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| The Learning Village Montessori School |

**EMPLOYMENT APPLICATION**

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| **Position:** | |  | | | **Date Available** | | |  |
| **Full or Part Time:** | |  | | | **Desired Salary**: | | |  |
| **PERSONAL** | | | | | | | | |
| Name: | *Last* | | | *First* | | | *Middle* | |
| Address: | Street | | | City | | | State Zip | |
| Home Phone: ( ) | | |  |  | | Alternate Phone: ( ) | | |
| Are you 18 years or older? | | | *Yes* | *No* | | *If no, please state age:* | | |
| Is there any reason why you may not be able to perform the duties of your position for which you are applying? Yes 🞏 No 🞏 | | | | | | | | |
| If yes, please explain: | | | | | | | | |
| Have you ever been accused or convicted of a felony, barrier crime or subject of a founded Child Protective Service complaint? Yes 🞏 No 🞏 | | | | | | | | |
| If so, please explain: | | | | | | | | |
| 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.) | | | | | | | | |
| Have you ever been disciplined, discharged or forced to resign from a position? Yes 🞏 No 🞏 | | | | | | | | |
| If yes, please state below the date, name of employer, and explain what happened. | | | | | | | | |
| Employment requires Criminal Background Clearances. Is this acceptable to you? Yes 🞏 No 🞏 | | | | | | | | |
| In case of emergency, please notify: | | | | | | | | |
| Address (City, State, Zip) | | | | | | | | |
| Phone : | | | | | Relationship: | | | |
| DISCLOSURE: Before driving a vehicle to transport children, I realize that I am required to disclose any moving traffic violation that occurred five years prior to or during employment or assignment as a driver. | | | | | | | | |
| Employee Signature | | | | | Date | | | |

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| **EDUCATION AND TRAINING** | | | |
| 1. Name and location of high school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dates attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of graduation or GED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 2. Name and location of College/University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dates attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of years completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Degree(s) earned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 3. Additional training or certification that would be helpful in evaluating your application:  🞏 First Aid 🞏 CPR 🞏 Daily Health Observation 🞏 MAT 🞏 Food Handling Certificate  🞏 Montessori Credential 🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **EXPERIENCE** | | | |
| Begin with the current or most recent employment (including military experience). Use additional paper if necessary. | | | |
| 1. **Position:** | | **Dates: *From*** \_\_\_\_\_\_\_ ***To*** \_\_\_\_\_\_\_\_ | |
| **Employer:** | | **Full Time Part Time** | |
| **Address:** | | **Job duties:** | |
| **Phone:** | | **Immediate Supervisor:** | |
| **Reason for leaving:** | | **Are you eligible for rehiring? *Yes*** 🞏  ***No***🞏 | |
| **Salary: From \_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_** | | **May we contact your employer? *Yes*** 🞏  ***No***🞏 | |
| 2. **Position:** | | **Dates: *From*** \_\_\_\_\_\_\_ ***To*** \_\_\_\_\_\_\_\_ | |
| **Employer:** | | **Full Time Part Time** | |
| **Address:** | | **Job duties:** | |
| **Phone:** | | **Immediate Supervisor:** | |
| **Reason for leaving:** | | **Are you eligible for rehiring? *Yes*** 🞏  ***No***🞏 | |
| **Salary: From \_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_** | | **May we contact your employer? *Yes*** 🞏  ***No***🞏 | |
| 3. **Position:** | | **Position: Dates: *From*** \_\_\_\_\_\_\_ ***To*** \_\_\_\_\_\_\_\_ | |
| **Employer:** | | **Full Time Part Time** | |
| **Address:** | | **Job duties:** | |
| **Phone:** | | **Immediate Supervisor:** | |
| **Reason for leaving:** | | **Are you eligible for rehiring? *Yes*** 🞏  ***No***🞏 | |
| **Salary: From \_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_** | | **May we contact your employer? *Yes*** 🞏  ***No***🞏 | |
| **PERSONAL STATEMENTS** | | | |
| Why do you want to work with children? In children’s education? | | | |
| What experience in your life has impacted you the most? | | | |
| Are you involved in any other teaching position? If so, what is the extent of your involvement? | | | |
| Our teachers are responsible for preparing and teaching lessons on a daily basis. Do you have any experience preparing and teaching lessons on a daily basis? Do you have any relevant license/credential? | | | |
| What is your philosophy of childhood education? | | | |
| What is your philosophy of behavior guidance? | | | |
| List particular interests, skills and talents: | | | |
| **REFERENCES** | | | |
| **1. Name:** | **Title:** | | **Relationship:** |
| **Company:** | | **Phone: (W)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_**(H)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Address:** | | | |
| **2. Name:** | **Title:** | | **Relationship:** |
| **Company:** | | **Phone: (W)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_**(H)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Address:** | | | |
| **3. Name:** | **Title:** | | **Relationship:** |
| **Company:** | | **Phone: (W)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_**(H)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Address:** | | | |

* I understand that I will be required to submit written information to demonstrate that I possess the

education, orientation training, staff development, certification, and experience required by the job

position.

* I hereby certify that the information given in this application is true and complete to the best of my knowledge.

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| **Employee Signature:** | **Date:** |

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| **Office Use Only**  **Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Hire \_\_\_\_\_\_\_\_\_\_\_ Date of Separation \_\_\_\_\_\_\_\_\_\_** |