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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 \_\_\_\_\_\_\_\_\_\_** |