

DearOnes Montessori



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applying for: _____

Are you authorized to work in the U.S.? YES NO
 Date of Birth _____

Driver's License or ID _____

Your Availability _____

Note: Should an offer of employment be extended, before you begin employment, you will be required to submit to this company certain documents for review which verify both your employment authorization and your identity, along with Drug screen and Background check.

Have you ever worked for this company? YES NO
 If yes, when? _____

Have you ever been convicted of a crime or pled guilty or nolo contendere to a crime or received deferred adjudication for a criminal offense? (Minor traffic violations are not considered criminal offenses.) felony? YES NO

If yes, describe in Detail: _____

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Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references. (who are not related to you)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

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From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given on my application or interview(s) may result in my discharge. Furthermore, I agree that if I am employed, the terms and conditions of my employment may be modified at any time at the discretion of Executive Director.

I understand that if I am employed, my employment is conditional until the results of my criminal history record, reference checks, and other documents required by law are completed, and until information given by me has been verified.

In the event of my employment, I will comply with all rules and regulations set forth in the Employee handbook, States Minimum Standards, Daycare Policies or other communications distributed to employees.

Signature: _____ Date: _____