



Children's House of Durango

Montessori Education

1689 West Third Avenue

Durango, CO 81301

970-259-1089

Application for Employment

Once you have completed the application, please email it back to shalley.parmenter@gmail.com.

Applicant -- Personal Information

Legal Full Name: _____

Preferred Full Name: _____

Email: _____ Cell Phone: _____

Which is your preferred method of contact? Email Work

Can we leave a message? Yes No

Street Address: _____

City: _____ State: _____ Zip: _____ County of Residence: _____

Mailing Address (if different from above):

Are you legally eligible to work in the US? Yes No

If hired for the position you are applying for, are you willing to submit to a background check?

Yes No

For background check purposes, please list **all** the states you have lived in in the last 7 years. *If you have only lived in Colorado, please write Colorado.*

Have you ever been convicted of a felony or any other criminal offense within or outside the state of Colorado? Yes No If so, please identify the date, location and circumstances of each such conviction.

Note: A yes answer does not automatically disqualify you from employment

Applicant -- Education

Circle highest completed:

High School: 9 10 11 12

College: 1 2 3 4

Graduate: 1 2 3 4

Major: _____ Minor: _____

Degree: _____

Are you currently attending school? Yes No

If yes, name of school and course of study: _____

Full Time Student

Part Time Student

Licensing & Certifications

Montessori Certification: Yes No

Date of Certification: _____ Level(s): _____

Granting Institution & Address: _____

Public School Teaching License: Yes No

Issuing State(s): _____ Expiration Date: _____

Areas of Licensure: _____

Any other licenses or certifications? _____

Applicant -- Employment

*What is your current employment status? Note if you fit into more than one category, choose the activity where you spend the **most** time.*

Full Time

Part Time

Unemployed

Student

Applicant -- Employment History

Please list your two most recent jobs, beginning with the most recent job first. Please list your teaching experience, if it is not your most recent employers.

Employer No. 1:

Name: _____

Address: _____

Supervisor Name: _____ Phone Number: _____

Position Held: _____ From: _____ To: _____

Brief description of duties:

Reason for leaving (if applicable): _____

Employer No. 2:

Name: _____

Address: _____

Supervisor Name: _____ Phone Number: _____

Position Held: _____ From: _____ To: _____

Brief description of duties:

Reason for leaving (if applicable): _____

Teaching Experience No.1:

School Name: _____

Address: _____

Supervisor Name: _____ Phone Number: _____

Position Held: _____ From: _____ To: _____

Reason for leaving (if applicable): _____

Teaching Experience No.2:

School Name: _____

Address: _____

Supervisor Name: _____ Phone Number: _____

Position Held: _____ From: _____ To: _____

Reason for leaving (if applicable): _____

Applicant -- Questions

If hired for the position you are applying for, what is your available start date? _____

If hired for the position you are applying for, what is your desired employment?

Full Time (30 to 40 hours)

Part Time (20 hours or less)

If hired for the position you are applying for, what is your desired pay? _____
Please provide us with a brief statement about why you would like to be a part of Children's House, why you would like to work with young children, and what you think you will gain from this experience.

Applicant -- Personal References

Please list three personal references, two of which needs to be a professional reference.

Name: _____ Relationship: _____
Email: _____ Phone number: _____

Name: _____ Relationship: _____
Email: _____ Phone number: _____

Name: _____ Relationship: _____
Email: _____ Phone number: _____

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (Please Print): _____

Signature: _____ Date: _____

Once you have completed the application, please email it back to shalley.parmenter@gmail.com.

<u>OFFICE USE ONLY</u>	
Application Received	
Date of Interview	
Start Date	
Position & Salary	
Classroom Observation	_____
Supervisor Signature	