

Sugar Creek Montessori School

Date: _____

APPLICATION FOR EMPLOYMENT

Name: (Mr/Ms) _____ Cell # (_____) _____
Area code

Address: _____

E-mail Address _____

Are you age 18 years or older? Yes No Are you a U.S. Citizen Yes No

Are you legally eligible to be employed in the U.S.? Yes No

In case of emergency, who would we notify? _____ Relationship: _____

Address: _____ Cell#: _____ Work Number #: _____

Position Desired _____ Salary/Rate desired _____ Date Available _____

Please indicate work preference:

Explorer [] Toddler [] Transition [] Pre-Primary [] Admin. []
(12mths – 18mths) (18mths – 24mths) (2yrs to 3yrs) (3yrs to 5yrs)

Full Time – 12 month contract [] Full time – 9 month contract [] Part-Time []
(30 hours and over) (30 hours and over) (Under 30 hours)

Hours of availability: (____ a.m. to ____ p.m.)

Are you flexible in your work schedule in the event of a co-workers absence? Yes [] No []

<u>EDUCATION</u>	<u>Name and location of school</u>	<u># years attended</u>	<u>Year graduated</u>
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High School: _____

College: _____

University: _____

Other: _____

Degree attained: _____

Diploma attained: _____

Certificate attained: _____

Other: _____

Continuing Education or Non-Credit Courses, workshops, etc. (please describe) _____

PREVIOUS EMPLOYMENT – Past ten years (most recent first)

Company Name & City/State Phone # Position Salary Number of Years Employed

REFERENCES – please list 3 references. At least 2 should be individuals that were your professional superior.

Employer/Company Name City/State Phone# Profession Years acquainted

How were you referred to Sugar Creek Montessori School? _____

Why do you want to work in a Montessori school? _____

List any additional experience you have had working with children:

Special talents _____ Foreign languages _____

Musical Instruments _____ Hobbies _____

What do you feel you can personally add to our program? _____

FOR OFFICE USE ONLY

Interviewed by: _____ Date: _____