

The Montessori School

Employment Application

The Montessori School is an equal opportunity employer and does not discriminate in any phase of employment or any terms and conditions of employment. Completion of this application does not constitute an offer of employment. The School is an at-will employer, meaning either the School or an employee can terminate the employment relationship at any time for any reason, with or without cause. By completing and signing this application, applicants authorize the School to investigate the veracity of any and all information herein and further release and indemnify the School from any and all liability associated with such investigation. If the duties of a hired applicant will include driving students in school vehicles, the hiree may be subject to quarterly drug testing on a random basis, as required by state law.

In the event you are hired, this application will become part of your personnel file. This application must be fully completed and signed for further consideration. Resumes may be included, but are not a substitute for completion of this form.

Applicant Information

Date: _____

Full Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

How long at this address? _____

PREVIOUS ADDRESS

Street

City

State

Zip

How long at this address? _____

PREVIOUS ADDRESSES (IF ANY, IN LAST 5 YEARS)

(Please use additional sheets if necessary)

Street

City

State

Zip

EMPLOYMENT DESIRED

POSITION: _____

Date you can start: _____

Are you employed now? ___ YES ___ NO If so, may we inquire of your present employer? ___ YES ___ NO

Phone: _____

E-mail Address: _____

Are you 18 years of age or older?

YES NO

Are you legally authorized to work in the U.S.?

YES NO

Have you ever been certified to teach in public schools?

YES NO

If yes, where? _____

Have you ever worked for the School?

YES NO

If yes, when and why did your employment end?

Have you ever applied to the School before? YES NO If yes, when? _____

Are you currently subject to a non-compete, non-solicitation, employment agreement or any other obligation with a party that could restrict, in any way, your ability to work for the School or your ability to perform the job for which you are applying for?

YES NO If yes, please provide documentation with your application

Referral Source: School Website _____ School Employee _____ Other : _____

Education

High School: _____

Address: _____

How many years did you attend: _____

Did you graduate? YES NO Degree: _____

College: _____

Address: _____

How many years did you attend: _____

Did you graduate? YES NO Degree: _____

Other: _____

Address: _____

How many years did you attend: _____

Did you graduate? YES NO Degree: _____

References

Please provide the name of three persons not related to you, whom you have known for at least one year.

Full Name: _____ **Relationship:** _____

Company: _____ **Phone:** _____

Address: _____

Full Name: _____ **Relationship:** _____

Company: _____ **Phone:** _____

Address: _____

Full Name: _____ **Relationship:** _____

Company: _____ **Phone:** _____

Address: _____

Previous Employment

Please start with your present or most recent employer. Applicants must include a full employment history, including unpaid or volunteer employment that involved contact with children. Do not omit periods of employment. You must complete this section even if you are submitting a resume. Please use additional sheets of paper if necessary.

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: _____

Responsibilities: _____

Did this position involve contact with children? YES NO

From: _____ To: _____ Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: _____

Responsibilities: _____

Did this position involve contact with children? YES NO

From: _____ To: _____ Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: _____

Responsibilities: _____

Did this position involve contact with children? YES NO

From: _____ To: _____ Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: _____

Responsibilities: _____

Did this position involve contact with children? YES NO

From: _____ To: _____ Reason for Leaving: _____

Military Service

Branch: _____

Number of Years Served _____

Rank at Discharge: _____

Type of Discharge: _____

If other than honorable, explain: _____

Background and Criminal History

1. Have you ever been convicted of a crime, or are criminal charges pending against you? ____ Yes ____ No
If yes, please provide details of such conviction or pending charges on an additional sheet of paper.
2. Have you ever been employed by a local or regional board of education, a private school, a governing council of a state or local charter school, an interdistrict magnet school operator or other employment (including unpaid or volunteer employment) that caused you to have contact with children? ____ Yes ____ No
3. Have you ever been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated?
____ Yes ____ No *If yes, please provide specific details of such investigation including dates on an additional piece of paper.*
4. Have you ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (or its equivalent), or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to C.G. S. section 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct? ____ Yes ____ No *If yes, please provide specific details of the incident(s) on an additional piece of paper.*
5. Have you ever had a professional or occupational license or certificate suspended or revoked or have you ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (or its equivalent), or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by the Department of Children and Families (or its equivalent) of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct? ____ Yes ____ No *If yes, please provide specific details of such allegation or investigation including dates on an additional piece of paper.*
6. Have you ever been involuntarily terminated from your employment or a voluntary position? ____ Yes ____ No
Which employer(s) _____ *If yes, please explain the circumstances of such involuntary termination on a separate sheet of paper and attach this sheet to this application.*
7. Is there a reason any past employer would give you a negative reference? If yes, who and why? *Please use an additional sheet of paper if necessary and attach this sheet to this application.*

8. Have you ever been disciplined or discharged by an employer for making threats, fighting, or participating in any incidents involving violence? ____ Yes ____ No *If yes, please provide the approximate dates and a description of the incident on a separate sheet of paper and attach this sheet to this application.*

Certification, Consent and Release

Please initial and sign below

I certify that I have completed this application (including attachments) and that my answers are true, accurate and complete, to the best of my knowledge. I understand and agree that providing false or misleading information or significant omissions will disqualify me from further consideration for employment and will be cause for my immediate termination if discovered at a later date. Further, I understand and agree that employment with the School is for no definite period and may be terminated at any time without prior notice, with or without cause. Initial _____

In connection with my application for employment, I authorize and consent to the School investigating all statements contained in this application for employment including information from my past and current employers and schools attended. I expressly give my consent and authorize past and current employers, law enforcement agencies, governmental agencies, references, and academic institutions to provide any information regarding my background and suitability for employment at the School. This includes, my job performance, appraisals/evaluations, wage history, disciplinary action(s) if any, and all other matters pertaining to my employment history and academic credentials. Initial _____

I further consent to the disclosure of any and all information about me contained in private and governmental files relative to this application for employment or relating to my present and former employment history, and I request all former employers and federal, state and local governmental and law enforcement agencies to supply such information to the School. The School is also authorized to make any investigation of my personal history, driving history, sexual offender registry, criminal and civil court history, and financial and credit record through any investigative or credit agencies or bureaus of its choice. Initial _____

I voluntarily and knowingly release all former and current employers, law enforcement agencies, governmental agencies, references, academic institutions and the School from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the School. I waive all rights to bring any action for defamation, invasion of privacy, or similar causes of action against the School, any individual, law enforcement, governmental, or business entity providing or seeking such information. Initial _____

I understand that upon receiving a conditional offer of hire from the School, I will be required to and hereby consent to submit to an extensive background check, including, but not limited to, a check of the Department of Children and Families abuse and neglect registry, a state and national criminal history records check, and the Connecticut Department of Education records. Such background check also may include a credit check if applicable to the position and possibly a drug test and medical examination (based on the position) prior to actual employment. I understand that all such background checks referenced herein are a condition of my employment. Initial _____

I authorize the School, its agents, and employees to provide my employment record or information obtained during the course of the investigation of me in connection with my application for employment at the School, in whole, or in part, to any prospective employer, governmental agency, or other party with a proper and appropriate interest. I voluntarily and knowingly release the School, its agents, and employees from any and all liability arising from their providing such information to any prospective employer, governmental agency, or other party with a proper and appropriate interest and waive all rights to bring any action for defamation, invasion of privacy, or similar causes of action against the School, any individual, law enforcement, governmental, or business entity providing or seeking such information. Initial _____

Please sign below only if you understand all the terms and conditions outlined in this application.

Applicant
Signature: _____

Date: _____