



Kingwood Montessori

APPLICATION FOR EMPLOYMENT

Please Print

Full Name: _____ Social Security Number: _____

Present Address: _____ City: _____ State: _____ Zip: _____

Phone Number (Day): _____ Phone Number (Night): _____

Email Address: _____

Position Desired:

Age Level/Program: (Toddler, Primary, Lower Elementary, Upper Elementary, Extended Care, Etc.)

Special Areas: (Music, Art, Dance, Computers, etc.)

Date you will be available for employment: _____

Kingwood Montessori School does not discriminate against any employee or applicant on the basis of race, religion, color, sex age, national origin or handicapping condition.

**An Equal Opportunity Employer
Non-Profit Educational Organization •**

APPLICANT INFORMATION

E D U C A T I O N	Colleges, Universities, Schools Attended	Location	Course of Study	Degree or Certificate Received
	High School Graduation/GED: _____ Yes _____ No			
	Number of hours earned since last degree or certificate received (Specify college credits, CEU's or contact hours)			

C E R T I F I C A T I O N	Do you hold a Montessori Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what organization?		
	Level of certification: (I/T, 3-6, 6-9, 9-12)		Date Issued:
	Additional Comments:		
	Do you hold any other certifications? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes please list and describe:		
	Please list any concentration of hours you may have in a particular field/area that may not be included in the information given above		
Teaching Field/Subject Area		Number of Hours	

--	--

Original service records or other verification of service is required at the time of employment.

T E A C H I N G E X P E R I E N C E	Where did you do your student teaching?		Age group/Grades:		
	Begin with your most recent experience:				
	Name of School	Location	Phone	Dates From/To	Position/Duties
	How many years of teaching experience do you have?				
	Have you ever been discharged from a teaching position? _____ No _____ Yes If yes, Please specify:				
	Have you ever been convicted or placed on probation for a felony offence or moral turpitude? _____ No _____ Yes If yes, Please specify:				

OTHER WORK EXPERIENCE

Do not complete this section if work experience is more than ten years ago.

From Mo/Yr	To Mo/Yr	Position Held	Years Experience	Name of Organization	Address of Organization	Reason of Leaving	Supervisor's Name	Current Phone

REFERENCES

List four recent references: Directors, Principals, or Supervisors for whom you have worked, and others who have first-hand knowledge of your character, personality and work experience.

Name	Position	Complete Address	Phone

Agreement

I hereby certify that the information that I have provided is true, accurate and complete to the best of my knowledge. Any misrepresentation or omission of facts shall be sufficient cause for disqualification of the application or termination of employment. Furthermore, it is understood that this application and records become the property of The Kingwood Montessori that reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of the School now in force and effect or as they may change during my employment, if I am employed by the School.

Signature of Applicant

Date

I hereby authorize the School to conduct work history, personal references or police record inquiries to determine my acceptability for employment.

Signature of Applicant

Date

For Office Use Only

Date Received _____

Salary Scale Level _____

Interviewer _____

Date of Interview _____

Hire Date _____

APPLICANT BACKGROUND INFORMATION

Conviction of a crime is not an automatic bar to employment. The school will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

The following broad definition of moral turpitude is given to assist you in responding to the inquiries:

Moral turpitude is an act of baseness, vileness, or depravity in the private social duties which a person owes another member of society in general and which is contrary to the accepted rule of right and duty between persons, including, but, not limited to acts such as theft, attempted theft, murder, rape, swindling, and indecency with a minor.

Please respond to these inquiries:

1. Have you ever been convicted of a felony, or any offense involving moral turpitude? _____

2. Have you ever been convicted of a felony or any other offense involving and moral turpitude and received probation? Yes_____ No_____ If yes, please explain: _____

3. Has any court ever received a plea of guilty or a plea of nolo contendere or no contest from you for any felony or any offense involving moral turpitude, deferred further proceedings without entering a finding of guilty, and placed you on probation? Yes _____ No _____ If yes, please explain: _____

4. Why do you desire to leave your present position, or why did you leave your last position?

5. Have you ever been involuntarily terminated or asked to resign from prior employment? Yes_____ No_____ If yes, we will need the name of the employer, the date, and reason for termination or request for resignation. _____
