



## APPLICATION FOR EMPLOYMENT

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other status protected by the law. Montessori Kids Universe is an Equal Opportunity Employer.

Application Date \_\_\_\_\_

**Position Applied For**

\_\_\_ Full Time \_\_\_ Part Time

Expected Salary per hour

Expected Salary per year

### Personal Data

Name (last, first, middle)

Address

City

State

Zip Code

Home/cell phone ( )

Business Phone ( )

Are you at least 18 years of age? \_\_\_ Yes \_\_\_ No

If requesting part time, list the days and hours of availability (school is open Monday – Friday)

### Education

High School Name \_\_\_\_\_ Date of graduation \_\_\_\_\_

College / University \_\_\_\_\_ Date of graduation \_\_\_\_\_



What Degree did you earn? \_\_\_\_\_

Additional College or University? \_\_\_\_\_

Date of attendance and Degree earned? \_\_\_\_\_

Montessori Credential? Training Center \_\_\_\_\_

Date of certification \_\_\_\_\_

I have Montessori certification in:

Infant / Toddler \_\_\_\_\_ Primary \_\_\_\_\_ Lower El. \_\_\_\_\_ Upper El. \_\_\_\_\_

List any other certificates, training or degrees held: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you consider your greatest strength? \_\_\_\_\_

\_\_\_\_\_

What experience have you had with children that would be valuable to this position? \_\_\_\_\_

\_\_\_\_\_

How would you describe your personality? \_\_\_\_\_

\_\_\_\_\_

What is the reason you are leaving your current position? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL REFERENCES** - Please provide a minimum of 3 references with first-hand knowledge of your character, personality, and work performance.



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KIDS UNIVERSE™**

**Name and Contact Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known \_\_\_\_\_

**EMPLOYMENT HISTORY**

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Starting with your most recent job, describe all paid and military positions. Use additional pages if necessary.

Job Title \_\_\_\_\_ Salary \_\_\_\_\_

Company Name \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Type of business \_\_\_\_\_

Reason for leaving \_\_\_\_\_



Job Title \_\_\_\_\_ Salary \_\_\_\_\_

Company Name \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Type of business \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Job Title \_\_\_\_\_ Salary \_\_\_\_\_

Company Name \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Type of business \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**ELIGIBILITY FOR EMPLOYMENT**

Are you eligible to legally work in the U.S? Y \_\_\_\_\_ N \_\_\_\_\_

If not, explain: \_\_\_\_\_

List any additional certifications: (First Aid, CPR, etc.) \_\_\_\_\_



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Have you ever been convicted of an offense (excluding minor traffic violations)?  Yes  No

If you are hired, you will be required to have a criminal background check.

Is this acceptable to you?  Yes  No

Is there anything that would interfere with your ability to successfully perform the duties of this position?

If yes; please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List person to be contacted in case of emergency:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
\_\_\_\_\_



**AUTHORIZATION TO OBTAIN INFORMATION:**

I certify that all information stated is true and complete to the best of my knowledge. I authorize Montessori Kids Universe to obtain information to validate the authenticity of this Application. I understand any omissions or misrepresentations may prevent my application from consideration of employment. I authorize Montessori Kids Universe to obtain information about my criminal records and I also approve a background check to be conducted.

If hired, I understand this application is not considered a contract. In the State of Virginia, I am considered an at will employee and may be terminated by Montessori Kids Universe at any time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Accepted for employment: \_\_\_ Yes \_\_\_ No      Position \_\_\_\_\_

Starting rate: \$\_\_\_\_\_ per hour/per year      Starting date: \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved for hire by: \_\_\_\_\_ Date: \_\_\_\_\_

Terminated by: \_\_\_\_\_ Date: \_\_\_\_\_