



Montessori School of Denver

1460 South Holly Street, Denver, CO 80222

303-756-9441 / 303-757-6145 (fax) / HR@msd-co.org (email)

montessoridenver.org

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and comply with all federal, state and local laws which prohibit discrimination in employment because of race, color, national origin, age, sex, religion, disability, marital status, veteran status, and arrest record.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for the signature on the back of this application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

GENERAL INFORMATION

Name: _____ Phone Number: _____

Address: _____

Position Applied For: _____

Email Address: _____ Date Available: _____ Hours Available: _____

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No If yes, when? _____

Are you seeking: **Full-time** **Part-time** for: **Summer** **School Year**

Are you legally authorized to work in the United States on a full-time or permanent basis? Yes No

If hired, can you furnish proof you are eligible to work in the United States? Yes No

Are you 18 years of age or older? Yes No **If you are hired, you may be required to submit proof of age.*

- Have you, since attaining the age of 18, been convicted of a criminal or traffic offense? (Exclude minor traffic violations.) Include any plea of "guilty" or "no contest." Conviction will not disqualify you from employment unless there is a direct relationship to the job or your employment would pose an unreasonable risk to property or safety.

Yes No If yes, give details (A conviction will not necessarily disqualify an applicant for employment)

- Have you ever been charged with or convicted of an act of child abuse or an unlawful sexual offense?

Yes No If yes, give details: _____

- Have you worked or attended school under any other names?

Yes No If yes, give names: _____

- Are you presently employed?

Yes No If yes, whom do you suggest we contact? _____

- Have you ever been fired from a job or asked to resign?

Yes No If yes, explain: _____



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EDUCATION

	List Name and Address of Schools	Number of Years Completed	Diploma/ Degree/ Certificate
High School or GED			
College or University			
<i>Subjects Studied</i>			
Post-Graduate			
<i>Subjects Studied</i>			
Vocational or Technical			
<i>Subjects Studied</i>			
Please list Additional Certifications			

SPECIAL SKILLS

What skills or additional training do you have that are related to the job for which you are applying?

List professional, trade, business, or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, religion, age, sex, national origin, disability, or other protected status.)

REFERENCES

Give three professional references who have direct knowledge of your work history.

Name	Address	Phone



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WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references.

Note: A job offer is contingent upon acceptable references from current to former employers.

Name, Address, and Telephone of Employer	Employed		Pay		Reason for leaving
	From(mo/yr)	To (mo/yr)	Start	Final	
			\$	\$	
Job Title	Duties				Supervisor(s)

Name, Address and Telephone of Employer	Employed		Pay		Reason for leaving
	From(mo/yr)	To (mo/yr)	Start	Final	
			\$	\$	
Job Title	Duties				Supervisor(s)

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New employees will be given a list of employment requirements that must be completed within the first month of employment. All employees are required to provide a report from their doctor stating they are healthy and can work with children and that they do not have TB based on a test that has been administered within six months prior to employment. Some positions require current CPR, First Aid, and bloodborne pathogen training throughout employment.

Please attach a resume that includes all requested information about your education and employment history.

AFFIDAVIT, CONSENT AND RELEASE

***Please read each statement carefully before signing**

I certify that all information provided in this employment application is true and complete. I understand that false information or omission may disqualify me from further consideration for employment and may result in discipline up to and including dismissal if discovered at a later date. I acknowledge that Montessori School of Denver ("School") is required to complete certain documents in connection with my application for employment, and that I must sign all releases and other documents and take all actions that are required by law and/or the School in order to be considered for employment.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employer, and/or organizations to provide relevant information and opinions that may be useful in making a hiring decision. I hereby release all such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required by law and/or the School in its sole and absolute discretion.

I understand that if I am extended an offer of employment, it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any and all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. Only the Head of School or Chief Financial Officer at the school has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the Head of School and the employee. If employed, I understand that I have been hired at the will of the school and my employment may be terminated at any time, with or without reason and with or without notice.

ANY APPLICANT OR EMPLOYEE WHO KNOWINGLY OR WILLFULLY MAKES A FALSE STATEMENT OF ANY MATERIAL FACT OR THING IN THE APPLICATION IS GUILTY OF PERJURY IN THE SECOND DEGREE AS DEFINED IN SECTION 18-8-503 C.R.S., AND UPON CONVICTION THEREOF, SHALL BE PUNISHED ACCORDINGLY.

Signature: _____ Date: _____

This application for employment will remain active for a limited time.
Ask the organization's representative for details.



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MONTESSORI PHILOSOPHY

The following are subjects taught at Montessori School of Denver. Please indicate areas in which you have skills (circle):

<i>Spanish</i>	<i>English</i>	<i>Reading</i>	<i>Phonics</i>	<i>Math</i>	<i>Science</i>
<i>Art</i>	<i>Music</i>	<i>Drama</i>	<i>Crafts</i>	<i>Dance</i>	<i>Other</i> _____

Are you director qualified and licensed by the Colorado Department of Human Services? Yes No

Are you group leader qualified by the Colorado Department of Human Services? Yes No

Please describe your experience with children, noting the age groups that you have worked with.

What do you understand about the Montessori educational method? _____

What form of discipline do you believe is appropriate for:

3-6 year olds? _____

6-9 year olds? _____

9-12 year olds? _____
