

**Tomorrow's Hope Montessori School
Employment Application**

APPLICANT INFORMATION:

Last Name First Name Middle Name Date

Address City State Zip

Date of Birth Social Security Number Home Phone Cell Phone

Are you are U.S. Citizen? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever attended/completed child care training courses? YES NO If yes, please attach verification.
Have you ever worked at a school or childcare center? YES NO If yes, please explain below.

Do you have a criminal record? YES NO If yes, please explain below.

Have you ever been shown by credible evidence, e.g. a court order or jury, a department's investigation, or other reliable evidence to have abused, neglected, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? YES NO

Have you had CPR training within the past two years? YES NO If yes, give expiration date: _____

Have you had First Aid training within the past three years? YES NO If yes, give expiration date: _____

Bright From the Start requires 10 hours of annual child care training, are you willing to participate? YES NO

*Under the American with Disabilities Act of 1991, this program is required to reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews, and actual employment, but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodation, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it impacts your ability to perform the job for which you are applying.

EDUCATION: (If applying for lead teacher position, submit a copy of credentials/degree with application.)

High School: _____ City/State _____

From _____ to _____ Did you graduate? YES NO

College: _____ City/State _____

From _____ to _____ Did you graduate? YES NO Degree: _____

Other: _____ City/State _____

From _____ to _____ Did you graduate? YES NO Degree: _____

PREVIOUS EMPLOYMENT: (for past 10 years, if additional space is needed, please use back of next page)

1. Company: _____ Phone: _____

Address: _____ Supervisor: _____

Position Held: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO If no, please explain below.

2. Company: _____ Phone: _____

Address: _____ Supervisor: _____

Position Held: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO If no, please explain below.

3. Company: _____ Phone: _____

Address: _____ Supervisor: _____

Position Held: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO If no, please explain below.

REFERENCES: (Please list two professional references.)

1. Name: _____ Relationship: _____

Company: _____ Email: _____

Address: _____ Phone: _____

2. Name: _____ Relationship: _____

Company: _____ Email: _____

Address: _____ Phone: _____

Having read the job description for the position for which you are applying, are you in all respects, able to adequately perform the duties as described? YES NO If no, please explain below.

I certify that all information on this application is true and correct to the best of my knowledge, no false statements have been given. If I become employed with Tomorrow's Hope Montessori School, I understand that any false information could result in my release. If hired, I am required to abide all policies, procedures and regulations set forth by the school. Signature: _____ Date: _____

As an equal opportunity employer, it is our policy that all applicants be considered for employment based solely upon their qualifications and abilities without regard for race, age, religion, or national origin.