



Metro Montessori Employment Application

EQUAL OPPORTUNITY EMPLOYER:

Metro Montessori family of schools (Metro) provides equal employment opportunity to all staff and applicants. No person is to be discriminated against in employment because of race, color, religion, sex, age, national origin, citizenship status, disability, bankruptcy, or status as a disabled veteran, veteran of the Vietnam war or veteran of any other era, military, genetic information or any other classification protected by federal laws. In addition, Metro complies with applicable state and local laws governing nondiscrimination in employment in every location in which Metro has facilities and staff.

CERTIFICATION OF FITNESS TO WORK IN EARLY CHILDHOOD EDUCATION:

Metro is committed to stringently following all applicable laws as set forth by any applicable state and local laws governing Child Development and Department of Human Resources. As such, you must certify to the following:

- I have never abused or neglected a child intentionally or negligently.
- I am not currently suffering from any mental or physical limitation, which would prohibit me from successfully performing any assigned duties in the job for which I am applying.

Applicant's Signature: _____ **Date:** _____

DRUG & SMOKING POLICY:

Metro prohibits the use of illegal or unauthorized drugs, alcohol and tobacco in all forms while on our property. This includes the buildings, playgrounds and parking lots.

Applicant's Signature: _____ **Date:** _____

PERSONAL INFORMATION:

Please Print Clearly:

Last Name:		First Name:		Middle Name:	
Street Address:			City:	State:	Zip Code:
Home Telephone:		Cell phone:		Email:	

Position Applying For:	<input type="checkbox"/> Full-time <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 month	<input type="checkbox"/> Part-time <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 month
Date Available to Start:	Hours Available:	Salary Desired: \$
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally permitted to work in the U.S? <input type="checkbox"/> Yes <input type="checkbox"/> No	

If teaching position, classroom age preference: _____

Have you ever worked at any Metro school? No Yes If yes, what school and position? _____

How did you hear about Metro? Advertisement Metro Employee Internet (what site) _____ Other _____

PHYSICAL DEMANDS AND WORK ENVIRONMENT REQUIREMENTS

All Staff Members must be able to:

- Yes No Lift forty pounds.
- Yes No Stand for up to ninety-five percent (95%) of an eight-hour day.
- Yes No Assume postures in low-level positions that best allow physical and visual contact with children.
- Yes No Sustain a high level of energy.
- Yes No Bend to perform various tasks numerous times throughout the day.
- Yes No Stoop and sit on the floor.
- Yes No Perform all activities with children, including, not limited to jump, dance, walk, and run for extended periods of time.
- Yes No Have the agility to move from a seated position to a standing position promptly to respond to emergency situations.
- Yes No Possess hearing and visual capabilities to monitor the environment and children’s well being.
- Yes No Be outdoors for regular, prolonged activities.

EDUCATION:

Schools	Name & Location	Dates Attended	Course of Study	Degree / Diploma
High School		To		
Community College or College or University		To		
		To		
		To		
Graduate or Professional		To		
		To		
Education, Vocational Schools, etc.		To		
		To		

CERTIFICATES and TRAINING: (First Aid, CPR, etc.)

1.

2.

EARLY CHILDHOOD TEACHING CREDENTIALS: (Check all that apply and attach documentation)

<input type="checkbox"/> Montessori Certification	<input type="checkbox"/> Primary	<input type="checkbox"/> Toddler	<input type="checkbox"/> Child Development Associate (CDA)	<input type="checkbox"/> Other ECE
<input type="checkbox"/> 90-hour childcare certification (Date completed):		<input type="checkbox"/> 45-hour childcare certification (Date completed):		
<input type="checkbox"/> Estimated ECE Credits		<input type="checkbox"/> AMS <input type="checkbox"/> AMI <input type="checkbox"/> Other Toddler/Primary/Elementary certification		
<input type="checkbox"/> MDSE Credentials: Level – 1 2 3 4 5 6 Exp. Date: _____		<input type="checkbox"/> Other certifications (example CEU):		

Please list any volunteer or student teaching experience you have had with children:

What are your outside interest, hobbies, clubs, and organizations, etc?

What qualities do you think are important in a quality early childhood education?

WORK HISTORY:				
Current or Last Employer:			Address:	
Job Title:				# Supervised by you:
Date Employed (mm/yyyy):	Starting Salary: \$	Ending Salary: \$	Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Job Ended (mm/yyyy):	Duties:			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Years/Months:	If Part Time, # of hours per week:		
Current or Last Employer:			Address:	
Job Title:				# Supervised by you:
Date Employed (mm/yyyy):	Starting Salary: \$	Ending Salary: \$	Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Job Ended (mm/yyyy):	Duties:			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Years/Months:	If Part Time, # of hours per week:		
Current or Last Employer:			Address:	
Job Title:				# Supervised by you:
Date Employed (mm/yyyy):	Starting Salary: \$	Ending Salary: \$	Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Job Ended (mm/yyyy):	Duties:			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Years/Months:	If Part Time, # of hours per week:		

PROFESSIONAL REFERENCES:

Please list the names, addresses and telephone numbers of three (3) supervisors or managers we may contact as references:

Name: _____ Telephone: _____ Relationship: _____

Name: _____ Telephone: _____ Relationship: _____

Name: _____ Telephone: _____ Relationship: _____

RECOMMENDATION LETTERS:

Two recommendation letters are required. The letters may be from past employers or character references. For high school students, three teacher recommendations are required.

Recommendation letters must be returned to the school office before your application can be processed.

I certify that I have given true, accurate, and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize education institutions, associations, registration, and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigations of all statements made in this application and understand that false information of documentation or a failure to disclose relevant information may be grounds for rejection of my applications, disciplinary action, or dismissal if I am employed, and /or criminal action. I further understand that dismissal on unemployment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

If employed, I agree to conform to all Metro Montessori School rules and regulations and all applicable governmental laws. I further understand that, during the course of my employment, Metro may conduct unannounced searches of all areas of the building, including any personal or company property and I hereby consent to such search.

Applicant's Signature: _____ **Date:** _____