



Employment Application

This Company is an equal opportunity employer. No question on this application is asked for the purpose of excluding any applicant's consideration for employment because of race, color, religion, sex, age, national origin, sexual orientation, veteran's status, disability, or any other protected category recognized by law. ANY APPLICANT WILL BE IMMEDIATELY REJECTED FOR EMPLOYMENT OR, IF HIRED, TERMINATED WITHOUT NOTICE FOR GIVING FALSE INFORMATION IN THIS APPLICATION OR FAILING TO ACCURATELY PROVIDE INFORMATION REQUESTED. IF HIRED, EMPLOYMENT IS FOR NO FIXED TERM AND THE COMPANY OR THE EMPLOYEE CAN TERMINATE EMPLOYMENT AT ANY TIME.

Date _____

Please print or type all information

Name _____ Soc. Sec. # _____

Have you ever used another name? If yes, please indicate the other name(s) below:

Address _____ Phone _____

City _____ State _____ Zip _____

Are you 18 years or older? _____ Yes _____ No

Are you a U.S. Citizen or lawfully admitted resident alien? _____ Yes _____ No

Have you ever been convicted of any crime? _____ Yes _____ No
(excluding minor traffic violations)

If "Yes," please explain: _____

Do you have a valid Nevada driver's license? _____ Yes _____ No

If "Yes," please identify driver's license identification number: _____

If "No," from what state(s) do you currently possess a valid driver's license: _____

List the out-of-state driver's license identification number: _____

What prompted your application? Advertisement _____ Own accord _____

Referred by _____ Employee referral _____

Position applied for _____

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? _____ Yes _____ No

Are you available for part-time? _____ Are you available to substitute? _____

When could you report for work? _____ Minimum salary acceptable _____

In case of emergency notify: _____

Relationship _____ Address _____ Phone _____

Education Information

High school _____

Years completed _____ Diploma received? _____

College _____

Years completed _____ Degree received _____ Major _____

Graduate School _____

Years completed _____ Degree received _____ Major _____

Are you planning to further your education? Yes _____ No _____

If "Yes," when? _____

Other special training courses: _____

Other certifications: _____

Previous Employment

Name _____

Address _____

Phone _____ Dates employed _____ Salary _____

Position _____ Duties _____

Supervisor's name _____ Reason for leaving _____

Name _____

Address _____

Phone _____ Dates employed _____ Salary _____

Position _____ Duties _____

Supervisor's name _____ Reason for leaving _____

Name _____

Address _____

Phone _____ Dates employed _____ Salary _____

Position _____ Duties _____

Supervisor's name _____ Reason for leaving _____

Miscellaneous

List any hobbies and/or recreational interests: _____

List any special talents: _____

Do you speak any foreign languages? _____

Do you play a musical instrument? _____

Do you like to sing? _____

References

Please list three individuals not related to you, and not listed above, whom you have known for at least one year.

Name _____ Address _____

Relation to you _____ Phone _____

Years acquainted _____

Name _____ Address _____

Relation to you _____ Phone _____

Years acquainted _____

Name _____ Address _____

Relation to you _____ Phone _____

Years acquainted _____

Clerical Experience

Bookkeeping _____ Filing _____ Cashier _____ Statistics _____ Steno _____

Clerical _____ Stencil Cutting _____ Typing Speed _____ Dictation Speed _____

Adding Machine _____

=====
Do Not Write in Space Below

Start Date _____ Position _____ Salary _____

Remarks _____

ACKNOWLEDGMENT – PLEASE READ CAREFULLY and SIGN

The above information is true and complete to the best of my knowledge. I understand that my application will immediately be rejected or, if employed, I will be immediately discharged for providing false information in this application or for omitting material information requested.

In connection with my application for employment with Montessori Visions Academy, I understand that investigative inquiries are to be made on myself including consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, and experience along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information from various Federal, State, and other agencies that maintain records concerning my past activities relating to my driving, credit, criminal, civil, education, and other experiences.

I authorize Montessori Visions Academy and/or its agents to make inquiries to verify all information contained in this application to determine my suitability for employment. I release Montessori Visions Academy, its agents, owners, employees, and any individuals it contacts from any and all liability for any damage that may result from making or responding to such inquiries. If Montessori Visions Academy considers any information when making an employment decision that directly and adversely affects me, I understand I will be provided with a copy of the information and given the opportunity to offer contrary information before the decision is finalized.

If I become employed, I understand that my employment will be at the will of both the employee and the company. This means I may quit at any time, for any reason or no reason, with or without notice. Similarly, Montessori Visions Academy may terminate my employment at any time, for any reason or no reason, with or without notice. There is no contractual promise or legal requirement by either the employee or the company that employment will continue for any set period of time, or that employment will be terminated only under particular circumstances or with particular notice. Any exception to this policy of employment-at-will may only be made in writing signed by an authorized representative of Montessori Visions Academy. This policy is not modified by any statements, express or implied, contained in any handbook, employment application, manual, memoranda, policy, procedure, or other materials or statements provided to applicants or employees in connection with their employment; nor is this employment-at-will policy modified by any oral statements or conduct, express or implied. This employment-at-will policy supersedes any and all written, oral or implied representations that are in any way inconsistent with it.

I acknowledge that Montessori Visions Academy is a Nevada employer that complies with all applicable Nevada and Federal laws.

Signed _____ Date _____

AUTHORIZATION FOR CREDIT CHECK OR CONSUMER REPORT

In making application for employment, you are advised that the employer to whom you have applied may conduct either a credit check or a consumer report. In general, a credit check is a summary of your personal credit history while a consumer report contains descriptions of your character, general reputation, personal characteristics and mode of living, based upon interviews with your family members, friends, neighbors, associates, financial sources and others with whom you are acquainted.

If the employer to whom you have applied for employment performs a credit check or consumer report in connection with your application and information contained in either document results in a decision by the employer not to offer you employment, you have a right to receive a free copy of that document and the right to be advised of the name, address and telephone number of the agency providing the document.

You should understand that the reporting agency cannot participate in any decision to employ or not to employ you and that you will have a right to dispute with the agency the accuracy or completeness of the document prepared by the agency.

Your application for employment will not be processed if you do not sign this authorization. If you do not wish to have the employer secure a credit check or consumer report in connection with your application for employment, you may withdraw your application and reapply without prejudice at any time in the future, if that is your wish.

I UNDERSTAND THE ABOVE EXPLANATION AND AUTHORIZE A CREDIT CHECK OR CONSUMER REPORT ON ME.

Signature of Applicant _____ Date _____

Application Questionnaire

Name: _____

Describe your ideal job: _____

Why do you want to work in education? _____

What is your philosophy of early childhood education? _____

What is your philosophy of behavior guidance? _____

If hired, what kind of commitment do you expect to be able to give to our organization? _____

What would you say are your goals for the next 1-5 years? _____

What would you say are your goals for the next 5-10 years? _____

If we were to ask your best friend what he/she thought your 5 best qualities are, what do you think he/she would say? _____

If we asked that same person what areas you needed to improve upon, what would they say? _____

What age group do you prefer working with? _____

Is there an age group you absolutely would not want to work with? _____

Describe a positive experience with children. Tell what happened and what you think you did to make it positive: _____

Describe a challenging experience in disciplining children. Tell what you did, and what the outcome was. If you think it could've been handled differently, tell what you would do, if you could deal with it again: _____

Please feel free to add any other comments: _____

Signature _____ Date _____