



Date Received: _____
Received By: _____

*"Where Children Come First"*

## Employment Application

Cambridge Montessori School (CMS) is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status.

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth (Optional): \_\_\_\_\_ Email: \_\_\_\_\_

U.S. Citizen       Permanent Resident

If required for the position, do you have a valid driver's license?     Yes     No

If hired, would you have reliable means of transportation to and from work?     Yes     No

Do you have any other obligations that you might require to attend to during work hours?

\_\_\_\_\_

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

If no, describe functions that cannot be performed: \_\_\_\_\_

Are you able to lift up to 40 pounds?     Yes     No

Have you ever been accused of any form of child abuse?     Yes     No      If yes, please explain:

\_\_\_\_\_

Have you ever been convicted of a crime other than minor traffic offenses?     Yes     No    If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

What do you feel you can personally add to our program? \_\_\_\_\_

\_\_\_\_\_

How were you referred to Cambridge Montessori School? \_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

High School Name: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Diploma/ Degree/ Certificate Type
		From		To				
		Mo.	Yr.	Mo.	Yr.			
Undergraduate Colleges or Universities								
Graduate Schools								

Do you hold a Montessori Teaching Certificate? Yes No If yes, please list training institute and date completed: \_\_\_\_\_

Do you have any additional experience, training, qualifications, or skills that you think make you especially suitable for work at Cambridge Montessori? (Explain) \_\_\_\_\_

Are you planning to further your education?  Yes No If yes, please explain: \_\_\_\_\_

Foreign languages (indicate proficiency to speak, read and write): \_\_\_\_\_

Musical Instruments: \_\_\_\_\_ Hobbies: \_\_\_\_\_

Special Talents: \_\_\_\_\_

**EMPLOYMENT INTERESTS**

Type of Employment Desired: Full Time Part Time Temporary

Position(s) desired (circle all that apply): Lead Teacher Assistant Teacher Administration

Classroom(s): Wobblers (12 mo. – 25 mo.) Transition (25 mo. – 3 years)

Primary (3 to 6 years) Traditional Elementary (1<sup>st</sup> and 2<sup>nd</sup> grade)

Days and hours available for work: \_\_\_\_\_

Salary/Rate desired: \_\_\_\_\_ Date available for work: \_\_\_\_\_

Are you able to be flexible in your work schedule? Yes No

**WORK EXPERIENCE** (start with the most recent employer)

Employer:	Phone Number:
Dates of employment:	Supervisor:
Position:	Salary/Rate:
Job Description:	
Reason for Leaving:	
Employer:	Phone Number:
Dates of employment:	Supervisor:
Position:	Salary/Rate:
Job Description:	
Reason for Leaving:	
Employer:	Phone Number:
Dates of employment:	Supervisor:
Position:	Salary/Rate:
Job Description:	
Reason for Leaving:	

May we contact your employers?       Yes    No

Have you ever been discharged or forced to resign from a position?       Yes    No   If yes, please explain:

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Explain briefly why you want to work for CMS: \_\_\_\_\_

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List any additional experience that you have had working with children: \_\_\_\_\_

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**PERSONAL REFERENCES** – Please list 3 references (Educational/Professional)

Name	Phone Number	Profession	Years Known

I certify that the answers given herein are true and complete to the best of my knowledge. Furthermore, I authorize the school to investigate all information contained in this application and all persons to furnish information to the school. I understand that this is an application for employment and that no employment contract is being offered.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICIAL USE ONLY**

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_