



WESTSIDE MONTESSORI SCHOOL

Application for Employment

Westside Montessori School is an Equal Opportunity Employer

Thank you for your interest in working at Westside Montessori School (WMS).

Westside Montessori School (WMS) is firmly committed to the concept and practice of equal employment opportunity. Our employment practices are administered without regard to race, color, creed, religion, sex, sexual orientation, national origin, physical or mental disability, a perceived disability or record of a disability, veteran status, marital status, age (as determined by law), or any other characteristics protected by applicable law. If you require an accommodation to participate in the application process, please advise WMS' representative of your requested accommodation.

Please complete the attached application and authorization for release of information forms. Please print or type all information so it may be easily read. Be certain all forms are completely filled out and signed. Incomplete applications will not be considered.

Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training, work experience and other factors which are relevant in determining job performance. Credentials and experience will be verified and employment and additional references will be checked.

If you require an accommodation to participate in the application process, please advise WMS' representative of your requested accommodation.

The information submitted in your application will be used to conduct a criminal background check. Conviction of a crime is not an automatic bar to employment. However, some positions may not be held by persons convicted of certain crimes in accordance with WMS policy and with state law.

WMS reserves the right to require drug and/or alcohol testing at its own discretion at any time it deems appropriate, acting in accordance with state and federal laws.

Your signature on the attached application authorizes that:

I certify that the facts contained in the application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release my former employer and Westside Montessori School from all liability for any damage that may result from utilization of such information.

I understand and agree that no representative of the school has authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

I understand and agree that if I am hired by Westside Montessori School, my employment will be "at-will" for an indefinite period of time and may be terminated at any time, with or without cause or notice, at the option of Westside Montessori School, or myself. I understand that I have the right to end my employment at any time and that Westside Montessori School retains the same right.

I understand that nothing in this application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract.



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Please print clearly – ALL BLANKS Must be Completed Prior to Submission

<u>Last Name</u>	<u>First Name</u>	<u>Middle Initial</u>	<u>Application Date</u>	
<u>Permanent Address</u>			<u>City</u>	<u>State</u>
				<u>Zip Code</u>
<u>Phone Number</u>				
<u>Email Address</u>				

Are you at least 18 years old? ☐ Yes ☐ No May we contact your current employer? ☐ Yes ☐ No

Can you perform the essential functions of the job, with or without reasonable accommodations? ☐ Yes ☐ No

Do you have the legal right to work in the United States? ☐ Yes ☐ No

EXPERIENCE: List all previous work experience. Any experience working in a child care facility must be included. List most recent employer first. Attach a separate sheet, if necessary.

Company Name	Position Held	Address	Phone Number
Responsibilities		Name of Supervisor	
Reason for Leaving		Email Address	
Dates Employed (Month/Year) From: To:		Ending Salary (indicate hourly or salaried)	

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Company Name	Position Held	Address	Phone Number
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Reason for Leaving		Email Address	
Dates Employed (Month/Year) From: To:		Ending Salary (indicate hourly or salaried)	

HAVE YOU EVEN BEEN DISCHARGED OR ASKED TO RESIGN FROM A POSITION? If yes, identify the company and explain

EDUCATION

HIGH SCHOOL: Name

Location

Number of Years Attended

COLLEGE: Name

Location

Number of Years Attended

Degree or Certificate and Field of Study

OTHER: Montessori, Graduate, Trade, Technical

Location

Number of Years Attended

Degree or Certificate and Field of Study

ADDITIONAL REFERENCES:

Name	Phone No.	Email Address	Relationship to Applicant	Years Known
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REFERENCES RELEASE

Release to give Reference to WMS:

I authorize any person, including but not limited to any school, current or past employer, organization or entity disclosed in my application, resume or interview, to provide any information regarding me, including, without limitation, information concerning my performance, reputation, and character excluding medical records/information. I acknowledge that the information divulged may be used by WMS to determine my eligibility for employment or continued employment with WMS. I unconditionally release any person, school, employer, organization or entity from any and all legal liability for providing such information and in making any statements about me to WMS. A photocopy of this signed release shall have the same force and effect as the original release signed by me.

Applicant's Printed Name and Signature

Date Signed