

# Haven Montessori Children's House & Charter School

## Application for Employment

Thank you for your interest in employment at Haven Montessori. In addition to completing this application, please provide us with a resume as well as a statement as to what makes you a good candidate for this position. **Incomplete applications will not be considered.**

Please Print:

Full Name: \_\_\_\_\_

Position Applying for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Available to Work: \_\_\_\_\_

Are you currently employed? \_\_\_ May your present employer be contacted? \_\_\_ Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? \_\_\_\_\_ (Proof of citizenship or immigration status will be required upon hire)

Are you available to work: Full Time? \_\_\_\_\_ Part Time? \_\_\_\_\_ Summers? \_\_\_\_\_

Availability (Days/times): \_\_\_\_\_

Have you been convicted of a felony within the last 7 years? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Do you have a current AZ DPS Fingerprint Clearance Card? \_\_\_\_\_

**EDUCATION:**

<i>Level of Education</i>	<i>Name of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma/ Degree</i>	<i>Year Graduated</i>
<i>High School</i>					
<i>Undergraduate College</i>					
<i>Graduate/ Professional</i>					
<i>Other Please Specify</i>					

**WORK EXPERIENCE** Please start with your present or last job.

<i>Employer</i>	<i>Dates Employed</i> _____ ~ _____
<i>Address</i>	<i>Work Performed</i>
<i>Phone Number</i>	
<i>Job Title</i>	<i>Hourly Rate/Salary</i>
<i>Supervisor</i>	<i>May we contact</i> _____ <i>Yes</i> _____ <i>No</i>
<i>Reason for Leaving</i>	
<i>Employer</i>	<i>Dates Employed</i> _____ ~ _____
<i>Address</i>	<i>Work Performed</i>
<i>Phone Number</i>	
<i>Job Title</i>	<i>Hourly Rate/Salary</i>
<i>Supervisor</i>	<i>May we contact</i> _____ <i>Yes</i> _____ <i>No</i>
<i>Reason for Leaving</i>	
<i>Employer</i>	<i>Dates Employed</i> _____ ~ _____
<i>Address</i>	<i>Work Performed</i>
<i>Phone Number</i>	
<i>Job Title</i>	<i>Hourly Rate/Salary</i>
<i>Supervisor</i>	<i>May we contact</i> _____ <i>Yes</i> _____ <i>No</i>
<i>Reason for Leaving</i>	

**PERSONAL/PROFESSIONAL REFERENCES**

*(Please do not include family members)*

<i>Personal Reference</i>	<i>Phones Number(s)</i>	<i>Best time to call</i>	<i>Email</i>	<i>Occupation</i>

<i>Professional Reference</i>	<i>Phones Number(s)</i>	<i>Best time to call</i>	<i>Email</i>	<i>Occupation</i>

I hereby affirm that the information provided in this application (and accompanying resume, if any) is true and complete, to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, my current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Haven Montessori Children's House and Charter School is an Equal Opportunity Employer.