



Novi Woods Montessori

Application for Employment

Date of Application: _____

Date of Hire: _____

Personal Information

Name: _____
Last First Middle initial

Present Address: _____
Street City/State Zip

_____ Mobile Phone home/other Phone email

In case of Emergency, notify: _____
Name Phone

Educational Background and Experience

High School Diploma: ___ Yes ___ No School/City: _____ Year of Graduation: _____

Credential/Degree: _____ College/University: _____ Year: _____

Credential/Degree: _____ College/University: _____ Year: _____

Other Credits: _____ College/University: _____ Year: _____

Other Credits: _____ College/University: _____ Year: _____

Certifications: _____ Organization/Institution: _____ Year: _____

Certifications: _____ Organization/Institution: _____ Year: _____

Relevant Employment Experience:

Employer: _____ Job Title: _____ Dates employed: _____

Reason for Leaving: _____ Salary/Hourly Rate _____

Employer: _____ Job Title: _____ Dates employed: _____

Reason for Leaving: _____ Salary/Hourly Rate _____

Employer: _____ Job Title: _____ Dates employed: _____

Reason for Leaving: _____ Salary/Hourly Rate _____

Application for Employment (Page 2) Name _____

References

	Name	Phone Number	Relationship
Professional Reference			
Professional Reference			
Personal Reference			

Other Information

Are you authorized to work in the U.S.? _____ Are you over 18? _____ Date available _____

Have you ever been convicted of a crime, including child abuse and/or neglect? _____

Do you have reliable transportation? _____ Have you lived outside of MI in the last 10 years? _____

Do you speak any foreign languages or have special talents (dance, martial arts, yoga, etc.)? _____

Desired Pay _____

Situational Questions

Why do you want to work in a preschool?

How would you handle a behavior problem in the classroom?

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT IF EMPLOYED, FALSIFIED STATEMENT ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. IN CONSIDERATION OF ANY EMPLOYMENT OF ME BY NOVI WOODS MONTESSORI, I AGREE THAT MY EMPLOYMENT IS AT WILL OF THE COMPANY, WHICH MEANS THE COMPANY HAS THE RIGHT TO DISCHARGE ME OR LAY ME OFF AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. IT IS EXPRESSLY AGREED AND UNDERSTOOD THAT THIS IS THE ENTIRE AGREEMENT BETWEEN NOVI WOODS MONTESSORI AND MYSELF ABOUT DISCHARGE, TERMINATION AND /OR LAYOFF, AND THAT THIS AGREEMENT MAY BE CHANGED ONLY BY AN AGREEMENT IN WRITING SIGNED BY NOVI WOODS MONTESSORI AND ADDRESSED SPECIFICALLY TO ME.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY. BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE".

Signature: _____

Date: _____