



## Application for Employment

Please answer all questions. Resumes are not a substitute for a completed application.

Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Date \_\_\_\_\_ Position Applied For \_\_\_\_\_

Address \_\_\_\_\_

Email (Optional) \_\_\_\_\_

Date on which you can start work if hired? \_\_\_\_\_

List any days or hours you would be unable to work: Days: \_\_\_\_\_ Hours: \_\_\_\_\_

Upon hire, can you provide proof that you can legally work in the United States?  Yes  No

Can you work overtime outside the normally defined work day or work week?  Yes  No

Other than English, what languages do you speak? \_\_\_\_\_

| Education               | School name and Location | Course of Study | Graduate? | # of Years Completed | Degree/Major |
|-------------------------|--------------------------|-----------------|-----------|----------------------|--------------|
| High School             |                          | n/a             |           |                      | n/a          |
| College                 |                          |                 |           |                      |              |
| Training/Vocational     |                          |                 |           |                      |              |
| Trade or Correspondence |                          |                 |           |                      |              |

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

This company is an at-will employer as allowed by applicable state law. This means that regardless of any provision in this application, if hired, the company or I any terminate the employment relationship at any time, for any reason, with or without cause or notice.

## Work Experience:

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. You may include any verifiable work performed on a volunteer basis, internships or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Do not answer "see resume".

### Employer:

Name \_\_\_\_\_ Address \_\_\_\_\_ Type of Business \_\_\_\_\_  
Telephone(\_\_\_\_) \_\_\_\_\_ Dates Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ May we contact?  Yes  No If no, why not? \_\_\_\_\_  
Reason for leaving? \_\_\_\_\_  
What will this employer say was the reason for your termination? \_\_\_\_\_  
Were you every disciplined? If so, for what? \_\_\_\_\_  
How much notice did you give when resigning? If none, explain: \_\_\_\_\_

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How much notice did you give when resigning? If none, explain: \_\_\_\_\_

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Have you ever been terminated or asked to resign from any job?  Yes  No If yes, how many times? \_\_\_\_\_  
 Has your employment ever been terminated by mutual agreement?  Yes  No If yes, how many times? \_\_\_\_\_  
 Have you ever been given the choice to resign rather than be terminated?  Yes  No If yes, how many times? \_\_\_\_\_  
 If you answered Yes to any of the above three questions, please explain the circumstances of each occasion

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### References (Optional)

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

| Name | Position | Company | Work Relationship<br>(Supervisor, co-worker) | Telephone |
|------|----------|---------|--|-----------|
|      |          |         |  |           |
|      |          |         |  |           |

Please list the names of personal references (not previous employers or relatives) who you know that we may contact.

| Name | Occupation | Address | Telephone | Number of Years Known |
|------|------------|---------|-----------|-----------------------|
|      |            |         |           |                       |
|      |            |         |           |                       |

I understand that Montessori in the City may have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state and local law. If Montessori in the City has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state and local law. I also understand that all employees of the location, pursuant to Montessori in the City's policy and federal, state and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with Montessori in the City's policies and applicable federal, state and local law.

If employed by Montessori in the City, I understand and agree that Montessori in the City, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including but not limited to files, lockers, desks and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement.

**I certify that all of the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.**

Montessori in the City is an at-will employer as allowed by applicable state law. This means that regardless of any provision in this application, if hired, the company or I may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this application or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of the company is authorized to enter into an agreement – express or implied- with me or any applicant for employment for a specified period of time unless such an agreement is in a written contract signed by the president of the company. If hired, I agree to conform to the rules and regulations of Montessori in the City, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will.

I authorize Montessori in the City or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking to the extent permitted by federal, state or local law. I agree to complete any requisite authorization forms for the background investigation which may be permitted by federal, state and /or local law. If applicable and allowed by law, I will receive separate written notification regarding Montessori in the City’s intent to obtain “consumer reports”.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to Montessori in the City or its duly authorized representative pursuant to this authorization from any liability, claims, charges or causes of action which I may have, as a result of the delivery or disclosure of the above requested information. I hereby release from liability Montessori in the City and its representative for seeking such information and all other persons, corporations or organizations furnishing such information. Further, if hired, I authorize the company to provide truthful information concerning my employment to future employers and hold the company harmless for providing such information.

**If hired by Montessori in the City, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by Montessori in the City. I also understand that Montessori in the City employs only individuals who are legally eligible to work in the United States.**

This application will be considered active for a maximum of sixty (60) days. If you wish to be considered for employment after that time, you must reapply.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCUREATE AND COMPLETE. DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_