

# Montessori School of Iowa City

## Application for Employment

### PERSONAL INFORMATION

Name (Last, First, Middle Initial) \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Phone No. (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date \_\_\_\_\_ Are you 21 years of Age? \_\_\_\_\_

### EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_

Number of Hours / Week Desired \_\_\_\_\_

Are you presently employed? \_\_\_\_\_

If so, may we inquire of your present employer? \_\_\_\_\_

### EDUCATION

Please complete the following:

<i>School Attended</i>	<i>Name and Location of School</i>	<i>Major</i>	<i>Degree/Diploma</i>
High School			
Trade/Technical School			
College			
Graduate School			

### CRIMINAL HISTORY RECORD CHECK

As a part of the employment process, The Montessori School of Iowa City will conduct a criminal history record check on you.

Have you ever been convicted of a crime, plead guilty to a crime, accepted a deferred judgment for a criminal charge, or had a criminal charge expunged from your record?

No \_\_\_\_\_ Yes \_\_\_\_\_ If your answer is "yes," please describe.

\_\_\_\_\_  
 \_\_\_\_\_

**FORMER EMPLOYMENT** (List most recent first)

- 1. Company Name \_\_\_\_\_ Your Position/Title \_\_\_\_\_  
Company Address \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Worked From/To \_\_\_\_\_ - \_\_\_\_\_  
Give a brief description of your duties \_\_\_\_\_  
\_\_\_\_\_  
Your Reason For Leaving \_\_\_\_\_
  
- 2. Company Name \_\_\_\_\_ Your Position/Title \_\_\_\_\_  
Company Address \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Worked From/To \_\_\_\_\_ - \_\_\_\_\_  
Give a brief description of your duties \_\_\_\_\_  
\_\_\_\_\_  
Your Reason For Leaving \_\_\_\_\_
  
- 3. Company Name \_\_\_\_\_ Your Position/Title \_\_\_\_\_  
Company Address \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Worked From/To \_\_\_\_\_ - \_\_\_\_\_  
Give a brief description of your duties \_\_\_\_\_  
\_\_\_\_\_  
Your Reason For Leaving \_\_\_\_\_

**SPECIAL SKILLS**

Please list any special skills or talents you may have which would contribute to this position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATEMENT AND SIGNATURE**

The information provided in this Application for Employment is true, correct, and complete. If you employ me, any misstatement or omission of fact on this application may be grounds for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated any time without prior notice.

I also understand that The Montessori School of Iowa City is an equal opportunity employer. The school does not discriminate in recruiting, hiring, training, or promoting on the basis of race, color, age, sex, religion, national origin, marital status, or handicap.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_