

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Name: _____ Home Phone: _____
 Address: _____ Work Phone: _____

 U.S. Citizenship or Permanent Resident?
 Yes _____ No _____
 Position Applying For: _____ Anticipated Salary \$ _____
 No. Hours Per Week Desired: _____ Are you 18 years of age or older? _____

RESUME: You may attach a current resume and refer to it in this application.

EDUCATION: Circle highest grade completed: 8 9 10 11 12 HS Equivalency Diploma CDA? Yes _____ No _____
 Circle Number years of college: 1 2 3 4 5 6 Degree(s) Earned: _____
 Name of college(s) attended: _____

COURSE TITLE	# CREDITS	COURSE TITLE	# CREDITS	COURSE TITLE	# CREDITS

Do you hold a Montessori teaching certificate? _____ If yes, please list training institute and date: _____
 _____ AMS _____ AMI _____ MACTE accredited _____
 Do you have any experience supervising the work of others? Please explain: _____

Are you planning to continue your education further? _____ On what date are you available to begin work? _____

Experience (Start with most recent employer) – These people may be contacted by MCH

Company Name	Position Held	Address/Phone No.
		Dates Employed: From: _____ To: _____
Name of Supervisor		Salary: Start: _____ End: _____
Company Name	Position Held	Address/Phone No.
		Dates Employed: From: _____ To: _____
Name of Supervisor		Salary: Start: _____ End: _____
Company Name	Position Held	Address/Phone No.
		Dates Employed: From: _____ To: _____
Name of Supervisor		Salary: Start: _____ End: _____

References (Business/professional other than former supervisors) – These people may be contacted by MCH:

Name	Address/Zip	Phone # (Note daytime or evening)	Relationship
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Have you ever been accused of any form of child abuse? Yes _____ No _____ If yes, please explain:

Have you ever been convicted of a crime other than minor traffic offenses? Yes _____ No _____ If yes, please state the nature of the offense, where the offense occurred, date, and sentence imposed:

Have you ever been discharged or forced to resign from a position? Yes _____ No _____ If yes, please explain:

Is there anything that prevents you from performing the essential functions of this job with or without reasonable accommodation?

Explain briefly why you want to work for MCH:

Use the space below to describe any additional experience relating to group care of children (e.g., volunteer work, student internships, Montessori experience, etc.). State the number of weeks and/or hours at each experience, including preparation time. Indicate ages of children in each group.

Do you have current first aid training? _____ CPR? _____ adult or pediatric? _____

I certify that the answers given herein are true and complete to the best of my knowledge. Furthermore, I authorize the school to investigate all information contained in this application and all persons to furnish information to the school. I understand that this is an application for employment and that no employment contract is being offered.

Signature: _____

Date: _____

Deadline for Applying: _____

APPLICATION FORM QUESTIONS

Describe your ideal job: _____

Why do you want to work in childcare? _____

What is your philosophy of childhood education? _____

What is your philosophy of behavior guidance? _____

If hired, what kind of commitment do you expect to be able to give to our organization? _____

What would you say are your goals for the next 1-5 years? _____

What would you say are your goals for the next 5-10 years? _____

If we were to ask your best friend what he/she thought your 5 best qualities are, what do you think he/she would say?

If the same person were to say what you need to improve, what would it be? _____

What age group do you prefer working with? _____

Is there an age group you absolutely would not want to work with? _____

Describe a positive experience with children, tell what happened and what you think you did to make it positive.

Describe a challenging experience in disciplining children. Tell what you did, and what the outcome was. If you think it could have been handled differently, tell what you would do, if you could deal with it again.

How would you go about working with a child with special needs? _____

How would you develop a positive relationship with parents? _____

Do you prefer a team relationship with your co-worker, or would you rather have one person in charge?

Please feel free to add any other comments: _____

Signature: _____ Date: _____