



*Application for Employment, continued*

**BACKGROUND DATA**

Can you, after employment, submit verification of your legal right to work in the U.S.?      Yes      No

Are you 18 years of age or older?      Yes      No

Are you able to perform the essential functions of the job for which you are applying, without a reasonable accommodation?      Yes      No

Have you ever been convicted of a felony or misdemeanor?

Yes   No   If yes, please explain \_\_\_\_\_

Are you currently released on bail, bond, or your own recognizance while awaiting trial for a criminal offense?

Yes   No   If yes, please explain \_\_\_\_\_

**EDUCATION**

<b>High School</b>	Name of School:	Degree/Diploma Earned	
	City/State:		
<b>College/University</b>	Name of School:	Years	Degree/Diploma Earned
	City/State:		
<b>Graduate School</b>	Name of School:	Years	Degree/Diploma Earned
	City/State:		
<b>Post-Graduate</b>	Name of School:	Years	Degree/Diploma Earned
	City/State:		

List any certificates or licenses you hold that may help qualify you for employment.

License or Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

License or Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

License or Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

List any job-related professional or technical organizations to which you belong.

*(You may exclude those organizations that indicate race, gender, national origin, or any other protected classification.)*

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

**SOFTWARE AND WORLD LANGUAGE SKILLS**

<b>Software Operating Systems:</b> (check all that apply)	<input type="checkbox"/> Word Beg/Inter/Expert	<input type="checkbox"/> Excel Beg/Inter/Expert	<input type="checkbox"/> Power Point Beg/Inter/Expert	<input type="checkbox"/> Access Beg/Inter/Expert
	<input type="checkbox"/> Graphics _____ Beg/Inter/Expert		<input type="checkbox"/> Other _____ Beg/Inter/Expert	
	<input type="checkbox"/> Macintosh (OS _____) Beg/Inter/Expert		<input type="checkbox"/> Windows, Version(s) _____ Beg/Inter/Expert	
	<b>Languages</b> Read:		Write:	Speak:

*Application for Employment, continued*

**EMPLOYMENT HISTORY**

Please provide the following information for your past four (4) employers, assignments or volunteer activities, starting with your most recent.

<b>Dates Employed</b>	<b>Employer</b>	<b>Address</b>	<b>Supervisor/ Telephone</b>
<b>From:</b> <b>To:</b>			
<b>Job Title</b>		<b>Hourly Rate/Salary</b> <b>Start</b> _____	<b>Final</b> _____

**Job Duties/Responsibilities** \_\_\_\_\_

**Reason for Leaving**

<b>Dates Employed</b>	<b>Employer</b>	<b>Address</b>	<b>Supervisor Telephone</b>
<b>From:</b> <b>To:</b>			
<b>Job Title</b>		<b>Hourly Rate/Salary</b> <b>Start</b> _____	<b>Final</b> _____

**Job Duties/Responsibilities** \_\_\_\_\_

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<b>Dates Employed</b>	<b>Employer</b>	<b>Address</b>	<b>Supervisor Telephone</b>
<b>From:</b> <b>To:</b>			
<b>Job Title</b>		<b>Hourly Rate/Salary</b> <b>Start</b> _____	<b>Final</b> _____

**Job Duties/Responsibilities** \_\_\_\_\_

**Reason for Leaving**

<b>Dates Employed</b>	<b>Employer</b>	<b>Address</b>	<b>Supervisor Telephone</b>
<b>From:</b> <b>To:</b>			
<b>Job Title</b>		<b>Hourly Rate/Salary</b> <b>Start</b> _____	<b>Final</b> _____

**Job Duties/Responsibilities** \_\_\_\_\_

**Reason for Leaving**

\_\_\_\_\_

**PROFESSIONAL REFERENCES**

Please list (4) with at least (3) being professional references who can discuss your current or past work performance.

<b>NAME &amp; CONTACT INFORMATION E-MAIL</b>	<b>ORGANIZATION &amp; POSITION</b>	<b>RELATIONSHIP</b>	<b># YEARS KNOWN</b>
1.			
2.			
3.			
4.			

**Basic Expectations at Rising Sun Montessori School**

- Overtly supports and acts in accordance with the program’s mission
- Demonstrates planning and preparation for classroom
- Develops and maintains an inviting classroom atmosphere
- Shows evidence of professional standards of personal presentation, punctuality, professional courtesy, and discretion
- Maintains professional credentials and/or certification

**ACKNOWLEDGEMENT**

I understand and acknowledge the following:

1. If I am offered employment, as a condition of employment, I will be required within three days of beginning work to submit proof of my identity and legal right to work in the United States.
2. I hereby certify that all of the information set forth in this application and any attached resume, is true, complete, and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I agree that any omission, misrepresentation, falsification, or misstatement of material facts or information on this application or related document may result in the rejection of this application or my immediate discharge if I am employed.
3. I authorize any of the persons or organizations referenced in this application to provide Rising Sun Montessori School with any and all information that they may possess concerning my previous employment, education or experience. I authorize Rising Sun Montessori School to request and receive such information. I also understand that, in conjunction with this application, I will be asked to complete and sign a “Background Screening Consent” form.
4. I understand and agree that, if I am offered a position, it will be offered on condition that my employment shall be at-will, as defined by law and for no definite period, and that my employment may be terminated at any time, with or without cause and with or without prior notice, by myself or Rising Sun Montessori School; or, if I am offered an employment contract, the terms and conditions of my employment will be governed by the terms of the employment contract.
5. I have read, understand, and accept the Basic Expectations.
6. I have read and understand everything in this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date