



Rising Sun Montessori School

7006 Rossmore Lane
El Dorado Hills, CA 95762
(916) 936-2333 or (530) 350-9500

APPLICATION FOR EMPLOYMENT

Rising Sun Montessori School provides equal employment opportunity without regard to an applicant's race, color, gender, national origin, age, religion, disability, veteran status, or any other characteristic protected by federal, state, or local law. Rising Sun Montessori School is an Equal Opportunity employer.

[Please Print]

Date of Application ____/____/____

PERSONAL INFORMATION

Name _____
LAST FIRST M.I.

Address _____
STREET CITY STATE ZIP

Telephone # _____
HOME WORK CELL

E-mail _____

Are you related to anyone working at Rising Sun Montessori School?

[] No Yes, please indicate: _____
NAME RELATIONSHIP

EMPLOYMENT DESIRED

Position Applied For: _____

Date Available _____ Desired Pay: \$ _____

Have you been employed here before? Yes No
If yes, dates/position _____

How did you learn about our program? _____

Referred by current employee (Name, Position): _____

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

EDUCATION

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

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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

Software Operating Systems: (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	
Languages	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.

Dates Employed	Employer	Address	Supervisor/ Telephone
From: To:			
Job Title			

Job Duties/Responsibilities _____

Reason for Leaving

Dates Employed	Employer	Address	Supervisor Telephone
From: To:			
Job Title			

Job Duties/Responsibilities _____

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Job Duties/Responsibilities _____

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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.

NAME & CONTACT INFORMATION E-MAIL	ORGANIZATION & POSITION	RELATIONSHIP	# YEARS KNOWN
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