



APPLICATION FOR EMPLOYMENT



BASIC INFORMATION

LAST NAME FIRST NAME DAY PHONE EVENING PHONE

STREET CITY ZIP EMAIL

EDUCATION

GRADUATE SCHOOL DATES ATTENDED DEGREE GRANTED

UNDERGRADUATE DATES ATTENDED FIELD OF STUDY DEGREE GRANTED
DIPLOMA GRANTED: YES NO

HIGH SCHOOL CITY, STATE

OTHER STUDIES

WORK EXPERIENCE (list most recent first)

EMPLOYER ADDRESS POSITION DATES EMPLOYED

EMPLOYER ADDRESS POSITION DATES EMPLOYED

EMPLOYER ADDRESS POSITION DATES EMPLOYED

REFERENCES (Professional Reference: please list two professional references familiar with your academic or employment performance)

1.-----
NAME POSITION RELATIONSHIP TO APPLICANT PHONE

STREET CITY ZIP EMAIL

2.-----
NAME POSITION RELATIONSHIP TO APPLICANT PHONE

STREET CITY ZIP EMAIL



QUESTIONNAIRE

What is the earliest time of day that you are available to work?

- 6:30 a.m. 8:00 a.m. 10:00 a.m. 12:00 p.m. 2:00 p.m.

What is the latest time of day you that you are available to work?

- 12:30 p.m. 1:00 p.m. 3:30 p.m. 4:00 p.m. 7:00 p.m.

What days are you available to work?

- Monday Tuesday Wednesday Thursday Friday

Which age range do you prefer?

- 2-3 yrs 3-6 yrs 6-9yrs

Which position are you applying for?

- Teacher Assistant Substitute Intern Administrative

Describe your computer technology proficiency. Computer technology proficiency is not necessary.

ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE SHEET OF PAPER.

1. What is your interest in becoming an intern, educator or administrative assistant?
2. In your most recent employment describe what you feel was your strongest asset or strength.
3. What experience have you had with children that would be valuable to this position?
4. How would you describe yourself in terms of personality, temperament, interests, talents and hobbies?
5. What is the reason you are leaving your current position or electing to enter this profession at this time?

ENCLOSE A COPY OF A CURRENT RESUMÉ.

If Montessori certified, attach a copy of your certification to this application.

PRINT NAME

DATE

SIGNATURE