



# 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 <input type="checkbox"/>	NO <input type="checkbox"/>
HIGH SCHOOL	CITY, STATE		
OTHER STUDIES			

## WORK EXPERIENCE (list most recent first)

EMPLOYER	ADDRESS	POSITION	DATES EMPLOYED
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EMPLOYER	ADDRESS	POSITION	DATES EMPLOYED

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

- |        |          |                           |       |
|--------|----------|---------------------------|-------|
| NAME   | POSITION | RELATIONSHIP TO APPLICANT | PHONE |
| STREET | CITY     | ZIP                       | EMAIL |
- |        |          |                           |       |
|--------|----------|---------------------------|-------|
| 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.

Four horizontal dashed lines for text entry.

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