

# Employment Application, Montessori House for Children Richmond, Tx.

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: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Social Security #: \_\_\_\_\_

No. hours week desired: \_\_\_\_\_

U.S. Citizen/Permanent Resident?: \_\_\_\_\_

CPR/First Aid trained?: \_\_\_\_\_

Texas Drivers License #: \_\_\_\_\_

Education:

Circle highest grade completed: 9 10 11 12 GED \_\_\_\_\_

Circle no. years of college: 1 2 3 4 5 6 Degree(s) earned: \_\_\_\_\_

List courses in Development/Care of Children and No. of credits earned: (or attach transcript)

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

Do you hold a Montessori Teaching Certificate?: \_\_\_\_\_ If yes, please list training institute and date: \_\_\_\_\_

Are you planning to further your education?: \_\_\_\_\_

On what date are you available to begin work?: \_\_\_\_\_

**Experience:** (start with most recent employer). These people may be contacted by MHFC –

Company Name:	Dates Employed:	Address and Phone:	Position Held:	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**References:** (business/professional). These people may be contacted by Montessori House for Children

Background information:

Name	Phone	Relationship
_____	_____	_____
Name	Phone	Relationship
_____	_____	_____
Name	Phone	Relationship
_____	_____	_____

Have you ever been accused of any form of child abuse: \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a crime other than minor traffic offenses: \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Have you ever been discharged or forced to resign from a position: \_\_\_\_\_

Is there anything that would prevent you from performing the essential functions of this job: \_\_\_\_\_

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

Please complete page 3:

## Essay/Biography

Please use the space below to tell us about yourself and what draws you to this vocation:

What age group do you prefer to work with?: \_\_\_\_\_

Is there any age group you absolutely would not want to work with?: \_\_\_\_\_

What is your philosophy of childhood education?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your philosophy of behavior guidance: \_\_\_\_\_

How would you handle a child who is misbehaving? Please give example: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you like to lead or follow in a team effort?: \_\_\_\_\_

Please feel free to add any other comments: \_\_\_\_\_