

Montessori Center for the Young Child LLC

Application for Employment

Introduction

Montessori Center for the Young Child LLC, MCYC, is a full service Montessori school. It is individually owned and operated by the members.

At MCYC we practice quality teaching that meets the needs and expectation of children and parents.

Thank your for considering Montessori Center for the Young Child for your employment needs.

Equal Opportunity Policy

Montessori Center for the Young Child LLC is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, religion, color, sex, age national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state, or federal law. No question on this application is used for the purpose of limiting or excluding an applicant from consideration of employment on such grounds.

Answer all questions, incomplete applications will be rejected

Applicant's Certification

I certify to the following

1. I _____ am not suffering from any physical handicap or mental health disorder, which would interfere with my ability to perform adequately the assigned job duties and in accordance with State Child Care Rules Regulation of providing for the care and supervision of children under my care at this time.
2. I do not have a criminal record.
3. I _____ have never been found by a court or jury, a department investigation, or reliable evidence to have abused, neglected, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional, or grossly negligent misconduct as initially evidenced by an oral or written statement to this effect obtained by the administrator from the employee at the time of this application.
4. I will comply with all state requirements for initial certification and to continue certification.

Signature of Applicant

Date

Are you involved in any extracurricular activities outside of your job? Yes No
 If yes please list activities that would affect your attendance

Personal References

Please do not include your previous employer, minister, pastor or any relative

| Name | Address | Telephone | Occupation |
|------|---------|-----------|------------|
| | | | |
| | | | |
| | | | |

Education

| | Name | City/ state | Years | Degree | Major |
|---------------------|------|-------------|-------|--------|-------|
| High school | | | | | |
| College | | | | | |
| Vocational School | | | | | |
| Montessori training | | | | | |
| | | | | | |

Is your CPR certificate current Yes No

Employment Record

| Employer | From | To | Work performed |
|------------|-----------------|--------------------|----------------|
| | | | |
| Address | | Phone | |
| Job title | Starting Salary | Final Salary | |
| Supervisor | | Reason for leaving | |

| Employer | From | To | Work performed |
|------------|-----------------|--------------------|----------------|
| | | | |
| Address | | Phone | |
| Job title | Starting Salary | Final Salary | |
| Supervisor | | Reason for leaving | |

| Employer | From | To | Work performed |
|------------|-----------------|--------------------|----------------|
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|------------|-----------------|--------------------|----------------|
| | | | |
| Address | | Phone | |
| Job title | Starting Salary | Final Salary | |
| Supervisor | | Reason for leaving | |

Additional employment information

Explain any gaps in employment

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|-------------------------|
| PERSONAL History |
|-------------------------|

Smoking or tobacco use is not permitted in the center or anywhere on the premises.

Do you have access to transportation Yes No
Do you have children who would apply to attend MCYC Yes No
If yes please list

| Name | age |
|------|-----|
| | |
| | |
| | |
| | |

What is your experience with Children? Indicate ages of children, duties, dates worked, reason for leaving

What is your philosophy in educating children?

Agreement and Certification

I hereby certify that the facts set forth in this employment application (and resume) are true and complete to the best of my knowledge and I agree and understand that any misrepresentation of information or failure to disclose information during the employment application process, may disqualify me from further consideration for employment, and if employed will subject me to dismissal. If I am offered employment I understand I may be required to submit to a physical examination designed to determine whether I am able, with or without reasonable accommodation to perform the essential functions of the job offered as specified by Montessori Center for the Young Child LLC, MCYC, and that final acceptance for employment is subject to me successfully passing this physical examination. I further understand that any misrepresentation of information, or failure to disclose information at the time of my physical may result in employment disqualification or dismissal.

If employed I agree to conform to all MCYC LLC rules and regulations and all Federal, State and local rules and regulations. In this regard, I understand that MCYC LLC may at its discretion, conduct searches of lockers, lunch boxes, tool boxes, clothing, purses, briefcases, vehicles, desks, work areas and other personal or MCYC LLC property and I hereby consent to such search. I also understand and agree that if employed my employment is for an indefinite period of time, that either MCYC LLC or I may terminate my employment at will at any time or without cause or notice. I hereby disclaim the existence of any contract of employment either expressed or implied.

I understand that MCYC LLC prohibits the use, distribution of or presence of tobacco in any form while at the center or on its property. In addition to buildings, parking lots, and playgrounds the term property includes all vehicles used by MCYC to transport children and any location of any field trip or extracurricular activity organized or sponsored by the center.

This agreement contains and represents the entire agreement between MCYC LLC and me concerning the topics discussed herein. There are no oral or collateral agreements of any kind concerning such topics. I further understand and agree that this agreement cannot be orally modified and that any subsequent modification of this agreement including the at-will status of employment I seek must be in writing and duly executed by the members of MCYC LLC.

I certify that I am a true and bona fide job applicant honestly interested in the position for which I have applied and am seeking employment with Montessori Center for the Young Child LLC solely to provide me the benefits of a job and for no other purposes.

Signature

Date

Authorization to release information

I agree and understand MCYC LLC may investigate or seek information concerning my background and or previous employment. I further agree and understand that if employed MCYC LLC may at any time seek any information deemed relevant to my employment. Accordingly, I hereby authorize previous employers and references listed in my application, any medical facility, or related personnel or any other source contacted by MCYC LLC to give the center any and all information concerning my previous employment, my medical condition, or any medical treatment or any other information they may have, personal or otherwise. I hereby release MCYC LLC and its agents, any previous employers, any medical facility, or related personnel and any other persons or entities whatsoever involved in such an investigation or inquiry from all liability of any kind, including damages or account of the furnishing of such information.

I further understand that my Criminal Records Check will be sent on the date of hire and my employment at MCYC LLC may be terminated if my Criminal Records Check is not in compliance with State and Child Care Standard.

Signature of Applicant

Date