



Springfield Montessori School

Date: _____

APPLICATION FOR EMPLOYMENT

How did you learn about the Springfield Montessori School? (select all that apply)

- Internet Search Walk-in Other: _____
 Employment Agency Employee Referral
 Advertisement Name: _____

PERSONAL

Name: _____
Last *First* *Middle*

Address: _____

Home Phone: _____ Work Phone: _____

Email Address: _____ Social Security Number: _____

Position you are applying for: Full Time Part Time Student Intern

GENERAL INFORMATION

- YES NO Are you legally authorized to work in the United States?
 YES NO Will you now or in the future require sponsorship for employment visa status?
 YES NO Are you under 18 years of age? If yes, can you provide proof of eligibility to work?

EDUCATION

High School: _____ City, State: _____

From: _____ To: _____ Did You Graduate? Yes No

College: _____ City, State: _____

From: _____ To: _____ Did You Graduate? Yes No Degree: _____

Graduate School: _____ City, State: _____

From: _____ To: _____ Did You Graduate? Yes No Degree: _____

Other: _____ City, State: _____

From: _____ To: _____ Did You Graduate? Yes No Degree: _____

EMPLOYMENT HISTORY

Current Employer: _____ Dates of Employment: _____

Address: _____

Your Title: _____ Hourly/Monthly rate: _____

Job Description: _____

Reason for Leaving: _____

Supervisor's Name / Title: _____ Telephone: _____

Employer: _____ Dates of Employment: _____

Address: _____

Your Title: _____ Hourly/Monthly rate: _____

Job Description: _____

Reason for Leaving: _____

Supervisor's Name / Title: _____ Telephone: _____

Employer: _____ Dates of Employment: _____

Address: _____

Your Title: _____ Hourly/Monthly rate: _____

Job Description: _____

Reason for Leaving: _____

Supervisor's Name / Title: _____ Telephone: _____

REFERENCES

Please provide the names of three references. If possible, please include one past supervisor.

NAME	POSITION	PHONE NUMBER	YEARS KNOWN

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I give the Employer the right to investigate all references and to secure additional information about me, if job- related. Furthermore, I give the Employer the right to verify any educational reference given in this application. I hereby release from liability the Employer and its representatives for seeking such information and all other corporations, educational institutions, or organizations for furnishing such information.

_____ **Initial here**

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

_____ **Initial here**

In the event of my employment by the Company, I agree to abide by all present and subsequently issued rules of the Company.

_____ **Initial here**

I understand that just as I am free to resign at anytime, the Employer reserves the right to terminate my employment at any time, with or without cause, and without prior notice.

_____ **Initial here**

Signature of Applicant: _____ **Date:** _____