



340 Montessori Court Northfield, MN 55057 ♦ (507) 663-1279 ♦ Northfield Montessori is an equal opportunity provider and employer and does not discriminate against any individual in any phase of employment in accordance with the requirements of local, state, and federal law. Northfield Montessori is a nonprofit childcare center serving children ages six weeks to six years.

APPLICATION FOR EMPLOYMENT

| | | | |
|--|--|--|--|
| Date | | Full Name | |
| Telephone | | Address | |
| Email | | | |
| Position Desired <input type="checkbox"/> Teacher <input type="checkbox"/> Assistant <input type="checkbox"/> Aide <input type="checkbox"/> Front Desk/Office <input type="checkbox"/> Kitchen <input type="checkbox"/> Substitute | | Were you previously employed by us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when: | |
| Do you have reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Are you authorized to work in the U.S.? You will be required upon employment to submit verification of your legal right to work in the United States. <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| How were you referred to our employment? <input type="checkbox"/> Online <input type="checkbox"/> Friend <input type="checkbox"/> Current Employee <input type="checkbox"/> Other: | | Please indicate your hours of availability. Mon. _____ - _____ Thurs. _____ - _____ Tues. _____ - _____ Fri. _____ - _____ Wed. _____ - _____ | |
| What date are you able to begin work? Desired Pay Rate | Have you ever been discharged or have you resigned from a job because your employer indicated that it believed you were involved in an incident(s) relating to violence, threats of violence, possession of weapons, suspected theft, repeated harassment of employees, customers or vendors, lewd behavior, possession of alcohol or illegal drugs, or being under the influence of alcohol or illegal drug usage at its workplace? If yes, explain: | | |
| Experiences or Skills that Qualify You for the Position You may exclude any activities that reflect personal characteristics protected by law (e.g., religion, race, disability, etc.) | | | |

EDUCATION

| | |
|------------------------------|--|
| High School Name or City | Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently Attending |
| GED or Other Name or City | Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently Attending |
| College Name or City | Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently Attending |



RELEVANT WORK EXPERIENCE

| | |
|-----------------------------|----------------------------|
| Name of Company or Employer | City and State of Business |
| Position | Beginning - End Dates |
| Duties | Reason for Leaving |

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|-----------------------------|----------------------------|
| Name of Company or Employer | City and State of Business |
| Position | Beginning - End Dates |
| Duties | Reason for Leaving |

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| Name of Company or Employer | City and State of Business |
| Position | Beginning - End Dates |
| Duties | Reason for Leaving |

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|-----------------------------|----------------------------|
| Name of Company or Employer | City and State of Business |
| Position | Beginning - End Dates |
| Duties | Reason for Leaving |

The information contained in this application is true and complete to the best of my knowledge and belief. I understand that any false or inaccurate information or misrepresentation of fact or omission of information requested, as stated or implied, given in my application, interview(s), or any other employment form, may be sufficient reason not to hire me and may be reason for dismissal. I understand that I will be required to pass a pre-employment drug screen, and if hired, I will be subject to Northfield Montessori's drug and alcohol testing policy during my employment. I understand that I will be required to authorize Northfield Montessori and/or its agents to obtain a criminal background report in order to be considered for hire. I understand and agree that all information furnished in this application may be verified by Northfield Montessori or its authorized representative. I waive any right I may have to notice from any individuals and organizations named or referred to in this application prior to the release of any employment or education information to Northfield Montessori. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give Northfield Montessori all information relative to such verification and hereby release such individuals, organizations and Northfield Montessori from any and all liability for any claim or damage resulting there from. I understand that, if hired, I will be required to provide documentation of both my identity and employment eligibility in the United States in accordance with the Immigration Reform and Control Act of 1986. I understand that, if hired, my employment will be subject to various guidelines, rules and regulations of Northfield Montessori as stated in the employee handbook, any policy and procedure manual or other communications to employees. I further understand that Northfield Montessori's policies and procedures are subject to modification without notice. I understand that Northfield Montessori is not obligated to provide employment and that I am not obligated to accept employment. Nothing in this application, or in any prior or subsequent oral or written statement, is intended to create any contract of employment or to create any rights in the nature of a contract of employment either express or implied. This application does not bind either party for a specific period of time regarding employment. I understand that no one other than the President of Northfield Montessori has any authority to enter into any agreement contrary to the foregoing. If hired, nothing in this application shall restrict my right as an employee or the right of Northfield Montessori as an employer to terminate my employment at any time, with or without notice and with or without cause. **I hereby acknowledge that I have read and understand the above statement.**

Signature

Date