

# *River Montessori Charter School*

## **EMPLOYMENT APPLICATION**

*Thank you for considering employment with River Montessori Charter School. This application is part of a total evaluation process and is not a guarantee of employment. Please answer all questions completely and accurate. All statements are subject to verification.*

### **I. PERSONAL INFORMATION**

Last Name	First	Middle	Date
Street Address			Home Phone (   )
City		State	Zip
Business Phone (   )		Social Security Number -   -	
Have you ever been involuntarily terminated? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, why? _____)	If hired, can you provide verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you are under age 18, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	If required for the position, do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired, would you have reliable means of transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever worked under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No  If "Yes" Name:		Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe functions that cannot be performed:  Are you able to lift up to 40 pounds? <input type="checkbox"/> Yes <input type="checkbox"/> No (River Montessori complies with ADA and considers reasonable accommodation measure that may be required to perform essential functions)	
Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? <input type="checkbox"/> Yes <input type="checkbox"/> No      If "Yes" state nature of conviction(s), when and where convicted and disposition of case:  (Convictions will not necessarily disqualify you for the position. Each case will be considered based on job relatedness. Convictions for marijuana-related offenses that are more than two years old need not be listed.)			

### **II. EMPLOYMENT INTERESTS**

Position Applying for:

Type of Employment Desired <input type="checkbox"/> Regular <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time	Days and hours available for work	Wage Desired	How were you referred to River Montessori?
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### **III. EDUCATION INFORMATION**

		Course of Study	Number of years completed	Did you graduate?	Degree or Diploma
High School				<input type="checkbox"/> Y <input type="checkbox"/> N	
College/University				<input type="checkbox"/> Y <input type="checkbox"/> N	
Post Graduate				<input type="checkbox"/> Y <input type="checkbox"/> N	

Foreign Languages (indicate proficiency to speak, read and write):

Do you have any additional experience, training, qualifications or skills that you think make you especially suited for work at River Montessori? (Explain)

**IV. EMPLOYMENT INFORMATION (Start with Current or Most Recent Employer)**

1	Company Name			Phone ( )		From Mo./Yr.	To Mo./Yr.
	Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name and Phone Number					May we contact this employer? <input type="checkbox"/> Y <input type="checkbox"/> N	
2	Company Name			Phone ( )		From Mo./Yr.	To Mo./Yr.
	Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name and Phone Number					May we contact this employer? <input type="checkbox"/> Y <input type="checkbox"/> N	
3	Company Name			Phone ( )		From Mo./Yr.	To Mo./Yr.
	Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name and Phone Number					May we contact this employer? <input type="checkbox"/> Y <input type="checkbox"/> N	

**V. ACKNOWLEDGMENT - Please read carefully, initial each paragraph, and sign below**

Initial	I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide River Montessori with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. I understand that in connection with the routine processing of my employment application, River Montessori may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request, the River Montessori will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.
Initial	I understand that nothing contained in this application or in the interview process is intended to create a contract between River Montessori and myself for either employment or for the providing of any benefits. I agree that my employment, if hired, is at-will and the terms of employment may be changed with or without cause, with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work, at any time, for any reason, at the option of River Montessori. If hired, this constitutes my entire agreement with River Montessori with regard to the length of my employment.
Initial	I understand that all offers of employment are conditioned upon my providing proof of my identity and legal right to work in the United States.
Initial	I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare under penalty of perjury that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions will disqualify me from further consideration for employment, and will be justification for my dismissal from employment, if discovered later.

Applicant Signature:	Date:
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River Montessori is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, age, disability or veteran's status. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

***Thank you for completing this application form, and for your interest in River Montessori.***