



# Lakewood Montessori School

AN EQUAL OPPORTUNITY EMPLOYER

## APPLICATION FOR EMPLOYMENT

We are pleased that you have chosen to apply for employment with Lakewood Montessori School. Lakewood Montessori School is an equal opportunity employer. It is the policy of Lakewood Montessori School to consider all applicants for employment based on their qualifications in light of job vacancies. Lakewood Montessori School fully complies with all applicable laws which prohibit discrimination on the basis of race, color, religion, sex, national origin, age, and veteran or disability status.

### PERSONAL INFORMATION (Please print)

DATE OF APPLICATION		FULL NAME		
STREET ADDRESS		CITY	STATE	ZIP
HOME PHONE	CELL PHONE	EMAIL ADDRESS		
S.S. #	DRIVER'S LICENSE #	ARE YOU 18 YRS. OR OLDER? O YES O NO		

### POSITION DESIRED:

POSITION FOR WHICH YOU ARE APPLYING:	HOURS AVAILABLE FOR WORK:	RATE OF PAY DESIRED:
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### GENERAL QUESTIONS:

Are you employed now? O YES O NO	May we contact your present employer? O YES O NO
Have you ever applied to this company before? O YES O NO	Where? When?
If your application is considered favorably, what date are you available to begin work?	
If hired, would child care services be required for any of your children here at Lakewood Montessori? If yes, please list date of birth and requirements: O YES O NO	
Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? if yes, please describe in full: O YES O NO	
<i>Proof of citizenship or immigration status will be required upon employment.</i>	
Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? If yes, please describe in full: O YES O NO	
Are you able to perform the necessary daily duties without limitations? Daily duties include bending, lifting up to 40lbs, light janitorial duties. If no, please describe in full: O YES O NO	
if related to anyone in our employ, please state their name and employment location:	
Referral Source (circle): Advertisement Friend Relative Walk-in Employment Agency Other: _____	

EDUCATION	NAME & LOCATION OF SCHOOL	#YEARS	DID YOU GRADUATE?	DEGREE/ DIPLOMA
Grammar School				
High School				
College				
Trade, Business or Correspondence School				
General subjects of special study or research work (qualifying work experience, i.e., home employment, volunteer work, etc.):				
Other special skills or training (languages, computers, etc.):				

**FORMER EMPLOYERS:** List below record of employment for the past 10 years, starting with the last one first. List all jobs. Explain gaps between employment, i.e. volunteer work, stay-at-home mom/dad, etc.

FROM	TO	EMPLOYER NAME, ADDRESS, PHONE #	SALARY	POSITION	REASON FOR LEAVING

**REFERENCES:** Give the names of three persons not related to you, whom you have known at least one year.

NAME	ADDRESS	TYPE BUSINESS	PHONE #	YEARS ACQUAINTED