

# MONTESSORI *de Santa Cruz*

FREE PUBLIC CHARTER SCHOOL ~ TUBAC, AZ

18 CALLE BACA – PO Box 4706 TUBAC, AZ 85646 TEL: 520.398.0536 FAX: 520.398.0776

EMAIL: MDSC3@MONTESSORIDESANTACRUZ.ORG WWW.MONTESSORIDESANTACRUZ.ORG

## Application for Employment

### An Equal Opportunity Employer

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, pr status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

### Please Provide All Information Requested

Your complete application form will be maintained in our active files for six (6) months from the date of application. You may submit a new application at any time.

Last Name	First	MI	Type(s) of work desired	Date of Application
Other/Former Names (Including Maiden Name, if applicable)			Wage/Salary Requested	Date Available
Street Address			Social Security Number ____ - ____ - ____	Cell Phone:
City	State	Zip	Home Phone:	Work Phone:
Email Address:				
How were you referred to MdSC?	A) Newspaper Ad      B) Employment Agency      C) By a current MdSC employee (By whom? _____) D) Open House      E) Walk In      F) Other Advertisement      G) Other _____			

**Employment Record:** Starting with present or most recent, list all employers within the last seven (7) years. Include self-employment and summer and part-time positions. If more space is required, please continue on a separate sheet. You may attach a resume.

Most Recent or Current Employer		Position Title
Street Address		Description of Duties
City	State      Zip	
Supervisor's Name	Phone Number	
Last Rate of Pay	Dates Worked From: _____ to _____	Reason for leaving
May We contact your current employer? Yes      No		

**Employment Record (continued)**

Employer #2		Position Title		
Street Address		Description of Duties		
City	State			Zip
Supervisor's Name	Phone Number			
Last Rate of Pay	Dates Worked From: _____ to _____		Reason for leaving	

Employer #3		Position Title		
Street Address		Description of Duties		
City	State			Zip
Supervisor's Name	Phone Number			
Last Rate of Pay	Dates Worked From: _____ to _____		Reason for leaving	

**Military Record**

Branch of Service	From _____ to _____	
Present Military Affiliation: None          Reserve (active)          Reserve (inactive)	Training and Duty while in service	

**Childcare Experience:**

Employer/ Volunteer Organization #1	Position Title
Dates Worked	Description of Duties

Employer/ Volunteer Organization #2	Position Title
Dates Worked	Description of Duties

**Professional References:** List two past supervisors and one person, not related to you, who have knowledge of your qualifications.

Name	Title/ Relationship	Address (street, city, state, zip)	Phone Number (include area code)	Occupation

## Educational History

School Name	Location (city, state)	Major Course or Subject	Dates Attended		Graduated or GED		Degree
			From	To	Yes	No	
High School							
Technical/ Trade School							
College (List All Attended)							
Other Education / Training							

## Special Skills

<b>*To be completed by applicant for office/clerical work</b>			<b>Proficiency with computer programs (circle all that apply)</b>		
Typing	Yes No	Words Per Minute	Microsoft Word	Microsoft Excel	Microsoft Publisher
Dictation	Yes No	Words Per Minute	Outlook	QuickBooks	SchoolMaster
Language Skills			Montessori Compass	Other (List) _____	
Other Skills					

## Outside Activities

(Exclude those indicating race, color, religion, sex, national origin, age, or handicap)

Professional memberships, certificates, or licenses held
Past and present civic or cultural activities; include offices held
Hobbies

**Conviction Report:** Because of the responsibility Montessori de Santa Cruz has to its school children and community, the following information is needed from all applicants and employees regarding convictions.

\* A record of conviction does not necessarily disqualify applicant from consideration; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any considerations that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the front office. Please read carefully and answer every question.

Have you ever been convicted of a minor offense other than a traffic violation?	YES	NO
Have you ever been convicted of a felony?	YES	NO
Are you now awaiting trial on a felony charge?	YES	NO
Have you ever been convicted of a sex or drug related offense?	YES	NO
Have you ever admitted or been convicted of a dangerous crime against children as defined in A.R.S. 13-604-01?	YES	NO
Is there any other information not required by this application that you should disclose to MdSC so that it may accurately evaluate your fitness to work in a position of public trust with minor students?	YES	NO

\*\*\* IF YOU ANSWERED YES TO ANY OF QUESTIONS ABOVE, PLEASE PROVIDE AN EXPLANATION BELOW. If you need additional space, please continue on the back of this page. (If you are uncertain as to the relevance or necessity to disclose a matter, trait, etc., disclose and MdSC will determine whether the information is pertinent).

---



---



---



---

I authorize Montessori de Santa Cruz to make reference checks to determine my fitness for employment and I will execute such documents to facilitate this investigation. (This obligation to cooperate does not cease upon employment). I understand that my employment is not finalized until the background investigation has been completed and the Governing Board has officially approved my employment. I understand that misrepresentation or omission of pertinent fact or failure to cooperate in the investigation may be cause for dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Conviction means the final judgment on a verdict or a finding of guilty, or a plea of guilty or no contest, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside or otherwise rendered invalid. \*\* Please note that prior to hiring, you must submit a notarized statement, provided by the district, attesting to the fact that you have neither admitted nor committed the crimes listed in A.R.S. 15-512D and A.R.S. 13-604.01. In conjunction with this you will submit fingerprints for a background check.

I hereby certify that the answers and other information on this application are true and correct. I understand that any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date