

Monticello Montessori Charter School Classified Employment Application

Name: (Please Print) _____ Date: _____

First Name
Middle Initial
Last Name

Return completed application to:

Monticello Montessori Charter School
4707 Sweetwater Way
Ammon, ID 83406

OR

administrator@monticellomontessori.com

1. Position Applying for: _____

Check all that apply: Full Time Part Time Substitute Custodial/Maintenance
 Administrative Assistant/Secretary Classroom Aide Playground Aide Food Service

For Office Use Only	<i>Date Received:</i> _____
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Monticello Montessori Charter School is committed to providing equal employment opportunities for all persons without regard to race, creed, color, national origin, gender, age, or physical/mental disability as required by applicable state and federal law.

PLEASE NOTE: To be considered for employment, all areas of the application form must be completed.

2. Personal Information

Address: _____

Number and Street
City
State
Zip Code

Home Phone: (____) _____ Cell Phone: (____) _____

Work Phone: (____) _____ Email: _____

3. Experience and Education

EXPERIENCE: List all positions you have held for 6 months or longer. Begin with most recent employer. Continue on separate sheet if needed.				
Employment Dates	Position	Employer	Address and Phone	Supervisor

EDUCATION: List all education. Begin with high school education. Continue on a separate sheet if needed.					
School or University Name	Location	Dates Attended	Title Diploma or Degree	Month & Year Awarded	Post-Secondary Program Credits

ADDITIONAL TRAINING: Include information on training beyond graduation or your last degree.				
Name of Institute	Location	Dates Attended	Training Certificate or Subject Area	Sem. Hrs. Earned

4. References

List three (3) professional references capable of assessing your ability to perform the work you are applying for. Include contact information for each reference.

Name	Position	Address, State, Zip	Wk & Alt. Phone
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5. Background

1) Have you ever resigned, been asked to resign or been dismissed from a position as an employee or as a volunteer, because you were accused of sexual misconduct or harassment of a person under the age of 18 years? ___ YES ___ NO

If yes, a written explanation is required. Attach an extra sheet if needed. _____

2) Have you ever been convicted of a criminal offense (other than a minor traffic offense)? ___ YES ___ NO

- If yes, please explain. Attach an extra sheet if needed. _____

- If yes, give the date, place, nature of offense, and circumstances. Include all guilty pleas, withheld judgments, pleas of nolo contendere, and other convictions.

Date	Location	Conviction	Disposition	Remarks

It is the applicant’s responsibility to determine the nature of his/her criminal record. Failure to include any conviction will be considered a deliberate misrepresentation and may result in dismissal. A conviction will not automatically disqualify the applicant from employment. The seriousness of the crime, the relationship to the individual job duties and the date of the conviction will be considered. Monticello Montessori will treat answers to the questions above as confidential and no disclosure will be made without the applicant’s permission.

6. Ability

Are you able, with reasonable accommodations, to perform the requirements of the job you are applying for?

___ YES ___ NO

Please explain accommodations you may need: _____

7. Veteran's Preference

Do you claim Veteran's Preference? YES NO

Have you previously claimed such Preference? YES NO

8. Please Read these Terms and Conditions Carefully

I, *(Please print name)* _____, hereby authorize Monticello Montessori Charter School to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, educational institutions, and references. I authorize the release of my personnel file from any and all former school district employers as required for my employment under I.C. § 33-1210 and release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered. I understand that Monticello Montessori Charter School does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any application from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof with the required time shall result in immediate termination of employment.

I understand that fingerprinting, a criminal records check, and screening through the Central Sex Offender Registry of Idaho are required for any successful applicant of Monticello Montessori Charter School District No. 474. Any offer of employment in a public school is contingent upon meeting these security clearances. The cost of fingerprinting is considered an expense to the applicant upon hire, and will not be reimbursed by the district. (The current processing fee is approximately \$40.)

In the event I am employed by Monticello Montessori Charter School, I agree to abide by all its applicable policies and procedures.

My signature below certified that I have read and understand this page, and agree to the terms and conditions outlined in this document.

Date _____ Signature of Applicant _____