



An Equal Opportunity Employer

Phone (520) 868-6145 | Fax (520) 868-6149 | <http://caminomontessori.com>

APPLICATION FOR EMPLOYMENT

Date of Application: _____ Date of Availability: _____

Last Name First Name Middle Social Security Number

PERSONAL DATA (Please type or print)

Present address: _____
Street City State Zip

Driver's License No: _____ Issuing State: _____ Expiration Date: _____

Home Phone: _____ Email Address: _____

Cell Phone: _____

Are you legally eligible to be employed in the United States? Yes No

Languages spoken fluently (other than English) _____

From what source were you referred to Camino Montessori? _____

POSITION DESIRED (indicate one or more) Full-Time Part-Time Temporary

- a. _____
- b. _____
- c. _____

This Application must be completed in full regardless of whether a resume is attached.

AN EQUAL EMPLOYMENT ORGANIZATION: Camino Montessori does not discriminate on the basis of age, race, color, religions, sex, marital status, handicap/disability or national origin.

REASONABLE ACCOMMODATION: Any applicant with a disability who needs reasonable accommodation in any step of the application process should notify the Principal.

EMPLOYMENT EXPERIENCE

List all employment including U.S. Armed Forces in chronological order with present employer first. **Account for any gaps in employment.** Attach additional page(s) if necessary. **Please do not indicate “See Resume.”**

Position Held:	No. of Years:	Employer:
From: Mo. Yr.	Full-Time <input type="checkbox"/>	Address:
To: Mo. Yr.	Part-Time <input type="checkbox"/>	
Name of Principal/Supervisor:		Main Phone:
Phone # of Supervisor:		Salary:
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving:

Position Held:	No. of Years:	Employer:
From: Mo. Yr.	Full-Time <input type="checkbox"/>	Address:
To: Mo. Yr.	Part-Time <input type="checkbox"/>	
Name of Principal/Supervisor:		Main Phone:
Phone # of Supervisor:		Salary:
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving:

Position Held:	No. of Years:	Employer:
From: Mo. Yr.	Full-Time <input type="checkbox"/>	Address:
To: Mo. Yr.	Part-Time <input type="checkbox"/>	
Name of Principal/Supervisor:		Main Phone:
Phone number of Supervisor:		Salary:
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for Leaving:

EDUCATION

List schools attended and any special training received:

	Name	Location	Highest Year Completed		None
High School				Diploma <input type="checkbox"/> GED <input type="checkbox"/>	<input type="checkbox"/>
Undergraduate College/Technical School				Degree:	<input type="checkbox"/>
Graduate College				Degree:	<input type="checkbox"/>
Specialized Training/Coursework (i.e., Montessori Credential and level)					<input type="checkbox"/>

Credential: **Please indicate below any** Arizona Credentials and certificates that are duly registered with the Arizona Department of Education or other State and/or County Departments

Credential/Certificate

Expires

1. _____
2. _____
3. _____
4. _____

PROFESSIONAL EXPERIENCE OR TRAINING

Describe additional training not listed above (i.e., trade school, business school, etc.)

Please explain any gaps in employment over 30 days.

Have you ever been dismissed from a position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain:		

Have you ever been asked to resign from a position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain:		

Have you ever resigned rather than face disciplinary action and/or non-renewal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain:		

List any relative(s) currently employed by Camino Montessori:

NAME	RELATIONSHIP

PROFESSIONAL REFERENCES

Give names and contact information of at least three former managers/supervisors or other professional references that are familiar with your job history and work habits. **(Do not use relatives or friends as references.)**

Name	Years Known	Title/Position	Work Phone	Personal Phone	Email Address

CONVICTION REPORT

Because of Camino Montessori's dedication and responsibility to its students and community, the following information is needed from all applicants and employees regarding convictions.* A record of arrest or conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be the cause for dismissal if employed. Failure to disclose all information may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions and arrests that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the School Director. Please read carefully and answer the following questions. **All applicants who are offered employment will be fingerprinted at time of hire.**

1. Name _____

Other names used _____

Answer these questions truthfully even if the condition was ultimately expunged, reversed or otherwise set aside.

- Have you ever been convicted* of any misdemeanor offense(s) other than traffic violation(s)? Yes No
- Have you ever been convicted* of a DUI offense? Yes No
- Have you ever been convicted* of a felony? Yes No
- Have you ever been convicted* of a sex or drug-related offense? Yes No

6. Have you ever been convicted* of a dangerous crime against children as defined in A.R.S. § 13-604** Yes No

***CONVICTION** means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether or not appeal is pending or could be taken.

**A.R.S. § 13-3716(A) requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.

All employees of Camino Montessori are required to have a valid fingerprint clearance card that is issued pursuant to title 41, chapter 12, article 3.1. Camino Montessori will not employ a teacher whose certificate has been revoked for a violation of section 15-507 or 15-550 or for any offense that placed a pupil in danger. All other personnel shall be fingerprint checked pursuant to section 15-512. A person who is employed by a charter school or who is an applicant for employment with a charter school, who is arrested for or charged with a non-appealable offense listed in section 41-1758.03, subsection B or C and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the charter school or immediately excluded from potential employment with the charter school.

I certify that all statements made in this application are true and I agree and understand that any deliberate misstatement or omission of material facts will cause forfeiture on my part of all eligibility to any employment with Camino Montessori.

I authorize Camino Montessori to independently verify all information I have given on this application, to include verification of educational background and employment records. I understand that the school will conduct a comprehensive background check on me, and my employment with Camino Montessori is contingent upon a satisfactory report as noted above. This investigation may include asking my current and any former employer about my education, training, experience, job performance, professional conduct and evaluations, as well as confirming my dates of employment, position(s) held, reason(s) for leaving, whether I would be eligible for rehire, reasons for not rehiring (if applicable) and similar information.

I understand that if I refuse to cooperate, refuse to be fingerprinted, am found to have falsified or omitted information on this form, or any document during the application process, or am discovered during the background process to be unfit to work with children or not of the quality Camino Montessori desires to employ, I may not continue as an employee (candidate) of Camino Montessori.

Signature _____ Date _____

THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT

The employment of any employee is on an "at will" basis, meaning that the employment relationship may be terminated at any time by either the employee or Camino Montessori, for any reason not prohibited by law. Any oral or written representation to the contrary is not authorized, is not binding on Camino Montessori and should not be relied upon by any prospective employee.