

Oak Meadow Montessori School
 Educational Alternatives, Inc.
 2145 Collins Hill Road,
 Lawrenceville, GA30043
 Tel: (770) 963-8303 Fax:(770) 963-8422
 Email: info@oakmeadowmontessori.com
Application for Employment

Today's Date _____ Position Desired _____ Date Available _____

Name _____
First Middle Last

Home Address _____
Street Address City Zip Home Phone #

Email Address _____
Cell Phone #

Social Security Number _____ Driver's License # and State _____

If you are under age 18, can you submit a work permit if hired? Yes No
 If you are not a US citizen, do you have a VISA to work in the US? Yes No
 If yes, what kind of Visa classification do you have?
 Visa Registration Number: _____ Expiration Date: _____
 Has bond or security clearance ever been denied and/or cancelled? Yes No
 If yes, please explain: _____

Education

	Where	Dates Attended	Degree Received
High School			
College			
Graduate School			
Additional Training			
Child Care Training			

List any experience you have had with children (Indicate ages of children, your duties, dates worked in the position, reasons for leaving):

Have you had CPR/First Aid training within the last three years? _____ If Yes, expiration date: _____

Annual Child Care Training courses are required by the state. Are you willing to participate? _____

Experience

A ten year comprehensive employment history is required by the state for all child care employees. Please list employment history for the past ten years, beginning with your most current or last employer. If you have been unemployed during any time within the past ten years, list how you spent your time, e.g. student, housewife, unemployed, etc. If you need additional space, please use separate employment record form.

Month/Year	Name, Address & Telephone # of Employer	Position	Reason for Leaving
From:			
To:			
From:			
To:			
From:			
To:			
From:			
To:			

May we contact your present employer? _____

Are you in all respects able to perform adequately the job duties for which you are applying? _____.

If no, explain: _____

Do you have a criminal record? _____ If yes, please explain _____

Have you ever been shown by credible evidence (A court order or jury, a Department Investigation, or other reliable evidence) to have abused, neglected, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? _____ If yes, please explain.

Under the Americans with Disabilities Act of 1991, this program is required to reasonably accommodate individuals with a disability. The reasonable accommodation requirements apply to the application process, any pre-employment testing, interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodation, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying.

I certify that all the information on this application is correct. I have not given any false statement concerning my qualification requirements.

Signature

Date

It is the policy of Oak Meadow Montessori School to be non-discriminatory in all its hiring practices. We hire qualified individuals without regard to religion, race, color, gender, sexual orientation, disability, age or national origin, provided they meet the requirements established in our personnel policy.