



340 Montessori Court
Northfield, MN 55057
(507) 663-1279

APPLICATION FOR EMPLOYMENT

Northfield Montessori is an equal opportunity employer and does not discriminate against any individual in any phase of employment in accordance with the requirements of local, state, and federal law.

PERSONAL

Please print all information except your signature.

Date: _____

Name _____ Telephone No.: _____
LAST FIRST MJ.

Present Address _____
NO. STREET CITY STATE ZIP

Previous Address _____
NO. STREET CITY STATE ZIP

Positions applied for _____
(Teacher, Assistant, Front Desk/Office, Aide, or Kitchen)

Indicate hours and days of availability. (6am - 6pm)

(Unavailability should be limited to reasons other than religious observances and practices or military training.)

Monday _____ Friday _____

Tuesday _____

Wednesday _____

Thursday _____ No preference _____

Rate of pay expected \$ _____ per hr.

If your application is considered favorably, on what date will you be available for work? _____ How were you referred to NM for employment?

Were you previously employed by us? _____ If yes, when? _____ ☐ Advertisement ☐ Friend

If you are hired, will you have reliable transportation to NM's place of work? _____ ☐ Current Employee ☐ Other

Are you authorized to work in the United States? _____

(You will be required upon employment to submit verification of your legal right to work in the United States.)

Have you ever been discharged or have you resigned from a job because your employer indicated that it believed you were involved in an incident(s) relating to violence, threats of violence, possession of weapons, suspected theft, repeated harassment of employees, customers or vendors, lewd behavior, possession of alcohol or illegal drugs, or being under the influence of alcohol or illegal drug usage at its workplace? ☐ No

If so, please explain _____

Use the space below to summarize any additional experiences or skills that help qualify you for the position for which you are applying. You may exclude any activities that reflect personal characteristics protected by law (e.g., religion, race, disability, etc.)

EDUCATION

NAME OF SCHOOL AND CITY	GRADUATED		YEARS COMPLETED	MAJOR	GRADE POINT AVERAGE
	YES	NO			
HIGH SCHOOL					
COLLEGE					
GED OR OTHER					
HOBBIES; INTERESTS					

EMPLOYMENT

LIST YOUR LAST FOUR WORK EXPERIENCES BEGINNING WITH YOUR MOST RECENT

NAME OF EMPLOYER	EMPLOYMENT DATES		DESCRIBE DUTIES PERFORMED	REASON FOR LEAVING
	FROM (MM/YY)	TO (MM/YY)		
ADDRESS				<input type="checkbox"/> Discharge <input type="checkbox"/> Layoff <input type="checkbox"/> Resignation Explain:
CITY & STATE	RATE OF PAY	RATE OF PAY		
PHONE NUMBER				
TYPE OF BUSINESS	POSITION	POSITION		
NAME OF SUPERVISOR				
NAME OF EMPLOYER	EMPLOYMENT DATES		DESCRIBE DUTIES PERFORMED	REASON FOR LEAVING
	FROM (MM/YY)	TO (MM/YY)		
ADDRESS				<input type="checkbox"/> Discharge <input type="checkbox"/> Layoff <input type="checkbox"/> Resignation Explain:
CITY & STATE	RATE OF PAY	RATE OF PAY		
PHONE NUMBER				
TYPE OF BUSINESS	POSITION	POSITION		
NAME OF SUPERVISOR				
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	FROM (MM/YY)	TO (MM/YY)		
ADDRESS				<input type="checkbox"/> Discharge <input type="checkbox"/> Layoff <input type="checkbox"/> Resignation Explain:
CITY & STATE	RATE OF PAY	RATE OF PAY		
PHONE NUMBER				
TYPE OF BUSINESS	POSITION	POSITION		
NAME OF SUPERVISOR				
NAME OF EMPLOYER	EMPLOYMENT DATES		DESCRIBE DUTIES PERFORMED	REASON FOR LEAVING
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ADDRESS				<input type="checkbox"/> Discharge <input type="checkbox"/> Layoff <input type="checkbox"/> Resignation Explain:
CITY & STATE	RATE OF PAY	RATE OF PAY		
PHONE NUMBER				
TYPE OF BUSINESS	POSITION	POSITION		
NAME OF SUPERVISOR				

The information contained in this application is true and complete to the best of my knowledge and belief. I understand that any false or inaccurate information or misrepresentation of fact or omission of information requested, as stated or implied, given in my application, interview(s), or any other employment form, may be sufficient reason not to hire me and may be reason for dismissal. I understand that I will be required to pass a pre-employment drug screen, and if hired, I will be subject to Northfield Montessori's drug and alcohol testing policy during my employment. I understand that I will be required to authorize Northfield Montessori and/or its agents to obtain a criminal background report in order to be considered for hire. I understand and agree that all information furnished in this application may be verified by Northfield Montessori or its authorized representative. I waive any right I may have to notice from any individuals and organizations named or referred to in this application prior to the release of any employment or education information to Northfield Montessori. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give Northfield Montessori all information relative to such verification and hereby release such individuals, organizations and Northfield Montessori from any and all liability for any claim or damage resulting there from. I understand that, if hired, I will be required to provide documentation of both my identity and employment eligibility in the United States in accordance with the Immigration Reform and Control Act of 1986. I understand that, if hired, my employment will be subject to various guidelines, rules and regulations of Northfield Montessori as stated in the employee handbook, any policy and procedure manual or other communications to employees. I further understand that Northfield Montessori's policies and procedures are subject to modification without notice. I understand that Northfield Montessori is not obligated to provide employment and that I am not obligated to accept employment. Nothing in this application, or in any prior or subsequent oral or written statement, is intended to create any contract of employment or to create any rights in the nature of a contract of employment either express or implied. This application does not bind either party for a specific period of time regarding employment. I understand that no one other than the President of Northfield Montessori has any authority to enter into any agreement contrary to the foregoing. If hired, nothing in this application shall restrict my right as an employee or the right of Northfield Montessori as an employer to terminate my employment at any time, with or without notice and with or without cause.

I hereby acknowledge Northfield Montessori that I have read and understand the above statement.

Signature of Applicant

Date