

APPLICATION FOR EMPLOYMENT at KINDER HAUS MONTESSORI

Kinder Haus Montessori is an equal opportunity employer. Applicants are considered for employment without regard to race, color, creed, religion, age, sex, national origin, marital, military status or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification.

PERSONAL INFORMATION

Date _____ Daytime Phone: _____

(Full Legal) Name: _____

Nick Name (if applicable): _____

Current Address: _____

City: _____ State _____ Zip _____

Position Applying For: _____

Expected Hourly Compensation: _____

We are open 6:30AM – 6:00 PM Monday – Friday; Please list hours you CANNOT work: _____

Age Group Preference (1-2 years old, 2-4 years old, 3-6 years old): _____

Are you over 18 years old? _____ Are you over 21 years old? _____

Will you work overtime if requested? _____ Yes _____ No

On what date would you be available to begin work at Kinder Haus Montessori? _____

Have you filed an application with Kinder Haus Montessori before? YES or NO

If yes, when? (approximate date) _____

Have you ever been employed by Kinder Haus Montessori before? YES or NO

If yes, give date and reason for leaving _____

Are you a U. S. Citizen or alien legally entitled to work in the position(s) for which you have applied? YES or NO

Have you been convicted or a felony or misdemeanor (other than a minor traffic violation?) YES or NO

If yes, please explain

Have you ever been discharged from any position? YES or NO

If yes, please explain

GENERAL INFORMATION

Use THREE words that describe your personality.

What importance do they play in teaching young children?

What is your personal philosophy of a childcare program?

What makes a successful child care program?

What are your special skills, talents and abilities that you bring to this program?

EDUCATION BACKGROUND

Name of School	Course of Study	# of Completed Years	GPA
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High School

College or University

Other (Trade etc.)

EMPLOYMENT HISTORY

Starting with your present or most recent job, list your employment experience for at least the past 10 years relating to child care first. You may include job related military service assignments and volunteer activities that reflect your qualifications for employment.

Employer	Employment Dates	Type of Work Performed
Address	From To	
Telephone No.	Starting Hourly Rate	

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May Kinder Haus contact the employers listed above? ____ Yes ____ No

If no, indicate which one(s) you do NOT wish Kinder Haus to contact, and state the reason why you prefer that we do not contact the employer(s).

PERSONAL REFERENCES

List the name, address and telephone number of three references that are not related to you and are not previous employees.

Name: _____ Phone No. _____

Address _____

Name: _____ Phone No. _____

Address _____

Name: _____ Phone No. _____

Address _____

APPLICANT'S STATEMENT

(Please indicate that you have read and that you understand each paragraph of the Applicants Statement by placing your initials beside each paragraph)

_____ I certify this application was completed by me and that all entries on it and all information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that any false, misleading inaccurate or omitted information in my application may result in discharge.

_____ I authorize Kinder Haus Montessori to investigate the statements contained in this application, including interviewing the personal references and past employees listed. This inquiry may include information as to my character, general reputation, and personal characteristics, as well as information about my work performance and workplace conduct.

_____ I hereby release Kinder Haus Montessori, my personal references, medical providers and previous employers, from any and all liability for any injury or damage, or claim thereof, resulting from furnishing any information to Kinder Haus Montessori concerning me or any action based on such information.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment produce certain documentation to verify their identity and United States citizen status, or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment by Kinder Haus Montessori would be contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand this application is not, and is not intended, to be a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by Kinder Haus Montessori or by me. I further understand that statements which may be contained in policies, practices, handbooks, or other Kinder Haus material do not create any guarantee of employment and Kinder Haus has the right to modify, amend or terminate policies, practices, benefits plans, or other programs within the limits and requirement imposed by law. I understand that no representative of Kinder Haus has the authority to enter into any agreements for any specific period of time or to make any agreement contrary to the foregoing.

Signature of Applicant _____ **Date** _____

PLEASE READ THIS AS A REFERENCE TO EMPLOYMENT EXPECTATIONS, SHOULD YOU BE OFFERED A POSITION AT KINDER HAUS MONTESSORI.

KINDER HAUS MONTESSORI
JOB DESCRIPTION
TEAM MEMBERS

General Overall Job Description:

A team member's job is to support the team where he/she can. Team members support the team leader in establishing a well-organized class. They help make each child feel special and bond with all parents.

1. Supervise and insure safety and wellbeing of the children at all times. Be alert for the needs and/or problems of the children as individuals and as groups. Redirect children in a positive manner when needed.
2. Implement the daily program; follow the schedule and complete planned activities as long as the children's needs are met.
3. Keep classroom storage room and bathrooms clean, neat and orderly. This is to be done when the children are resting.
4. Be familiar with and follow policies. Review frequently.
5. Keep the Director or Assistant Director informed in advance of all program needs **in writing**.
6. Use message/office folder. Supply, leave request and complaint forms.
7. Report to your team leader when you have concerns about a child, parent or team member.
8. Attend regular staff meetings. Jot down problems areas and bring to team meetings so a solution can be found.
9. Follow guidelines given by the team leader as to your specific duties as team member.
10. Have someone proof read all correspondence with parents to avoid errors in spelling, grammar and wording. Send copy to office.
11. Attend mandatory and voluntary training to improve skills.
12. Make new materials during naptime.
13. Decide on class and playground rules. Then all must be consistent.
14. Assist the team leader with ideas to enhance the lesson plans.
15. Write observations on each child during the week in the class binder.
16. Constantly seek ways to grow professionally – read Montessori books.
17. Smile, be friendly, be professional and most of all, enjoy the children.

I have read and understand the above policies.

Signature

Date