



Employment Application

EMPLOYEE INFORMATION

Full name _____ Male Female

Address _____

Primary phone _____ Alternate phone _____

Primary email _____ Secondary email _____

Have you recently completed an FBI/BCI Background Check? Yes (month and year: _____) No

Interested in Part-time Employment (how many hours per week? ____) Full Time Employment

Position(s) you are interested in: _____

Please fill out your availability below. You can use checkmarks or you can indicate specific hours.

*Note: The school day runs from 9:00 AM – 3:30 PM (on Wednesdays, at 2:45); **Early Care** from 7:00 AM – 9:00 AM; and **Extended Day** from 3:30 PM – 5:30 PM.*

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Care					
AM					
PM					
Extended Day					

Availability notes: _____

EDUCATION (Please list all schools attended and degrees earned)

School name	City, State, Zip	Years attended	Degree(s) awarded, honors or awards received

WORK EXPERIENCE *(Please list your three most recent jobs)*

Employer	Address and phone #	Dates employed	Position title and short description

REFERENCES *(Please list three people who are not relatives)*

Name	Title/Job	Address	Phone number

Have you ever been convicted for any crime, including but not limited to sex-related or child-abuse related offenses? Yes (month and year: _____) No

Why are you interested in working at McGuffey Montessori School? In your own words, what makes you the best candidate for this position?

Signature _____ **Date** _____

Please return this form to: McGuffey Montessori School, 5128 Westgate Drive, Oxford, OH 45056

NON-DISCRIMINATION POLICY: The McGuffey Montessori School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities at the school. It does not discriminate on the basis of race, color, national and/or ethnic origin in administration of its education, admissions, scholarship and loan programs.