



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.

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Care 7-9am					
8am-Noon					
Noon-3:45pm					
Extended Day 3:15-5:30pm Begins at 2:45 on Wednesdays					

Availability notes: \_\_\_\_\_

If you are currently a Miami student, please tell us your anticipated graduation month/year and, if appropriate, when you plan to student teach: \_\_\_\_\_

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 toured McGuffey?  Yes  No If so, what brought you to McGuffey for a tour? \_\_\_\_\_

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.