

OFFICE USE ONLY

Employment Application

EMPLOYEE INFORMATION

Full name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Pronouns \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 or website and phone # | Dates employed | Position title and short description |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| Name | Title/Relationship and Company | 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?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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.

Rev 5.2.25