



Application for Employment

Employer Information

Elements Montessori
17505 Chaseloch Street
Spring, TX 77379
713-966-6246
staff@EMspring.org
www.EMspring.org

It is the policy of Elements Montessori to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability, or veteran status.

Applicant Information

Today's Date	
Applicant Full Name	
Home Address	
City / State / Zip	
Years at this address?	
Is this your Permanent Address?	
Cell Phone Number	
Cell Phone Service Provider (Verizon, AT&T)?	
Home or Alternate Phone Number	
Email address	
Social Security Number	
Driver's License Number and State	
Are you at Least 18 years of Age?	
How did you find us?	
Were you referred by someone?	

Emergency Contact

Who should be contacted if you are involved in an Emergency?

Cell Phone number

Alternate phone number

Relationship to you?

Position Desired

What position is desired?

Director Asst Director Lead Teacher
 Asst Teacher Admin/Front Desk Kitchen
 Substitute Seasonal

Are you seeking a temporary or permanent position?

Are there any periods of the year during which you will not be available to work because of other Commitments?
 (For example: semester breaks, summers)

Full time or part time desired?

Desired pay rate or salary?

Date you can start?

Are you willing and able to work overtime?

Hours available to work? (We operate from 6:15 am-6:45 pm Mon-Fri)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Are you legally eligible for employment in the United States? **Yes No**

All new hires will be required to submit documentation to comply with I-9 requirements.

Have you been convicted of a crime in the last seven (7) years? **Yes No**

If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you from employment.

Related Questions

1. Have you worked in Childcare before and how long?
2. Do you have Montessori Experience? Please explain.
3. Please explain your understanding of Maria Montessori's philosophy of education.
4. Why are you interested in working for Elements Montessori?
5. How did you become interested in Montessori education and what are your career aspirations?

Education / Skills

SCHOOL	NAME AND CITY/STATE OF SCHOOL YOU ATTENDED	SUBJECTS STUDIED/ DIPLOMA RECEIVED	DID YOU GRADUATE? Yes No Date of Graduation:
High School			Yes No Date of Graduation:
College/University			Yes No Date of Graduation:
Montessori Training Center		AMI AMS	Yes No Date of Graduation:
Other			Yes No Date of Graduation:

MONTESSORI CREDENTIALS: These are *not* a requirement of all positions.

Do You Possess a Montessori Credential?	
For What Age?	
Training Center?	
Date of Completion:	
Type of Credential:	AMI AMS

GROUP LEADER QUALIFICATIONS: These are *not* a requirement of all positions.

Do You Possess a Colorado Group Leader Qualification?	
What Level of Qualification?	
Date you received your qualification:	
Date on which qualification expires:	

If required for your position, you will be required to submit proof of Qualifications prior to your first day of work.

ADDITIONAL STATE LICENSING QUALIFICATIONS: All Elements Montessori employees are required to have or to obtain current certifications in CPR, First Aid, Medication Administration, and Universal Precautions. All new hires are required to submit original certificates for each course *prior to their first day of employment*. If you are hired and do not have the requisite certifications, a schedule of courses will be provided to you. This includes substitute teachers.

LICENSING COURSE	PROOF OF CURRENT CERTIFICATION?	DATE OF COURSE?	DATE CERTIFICATION EXPIRES
CPR	Yes No		
First Aid	Yes No		
Medication Administration	Yes No		
Universal Precautions	Yes No		

Proof of Certification must be provided.

Please list any other child care experience, child education courses, or school work that you have taken (not including any taken as part of a high school curriculum) that you feel may be relevant.

Additional Job Skills/Interests/Hobbies

We want to get to know you! List any additional skills or competencies you have that may enrich the school environment and explain how you would utilize them in the context of our program (foreign languages spoken, sewing ability, musical instruments you play, yoga, computer skills, gardening, meditation, cooking, etc).

Personal or Professional References

Give the name of three personal or professional references (unrelated to you) that you have known for at least one year.

Name	How do you know them?	Phone Number	How long have you known?

Employment History

Please complete even if you are attaching a resume. List your current and last two employers, beginning with the most recent.

Current or Most Recent Previous Employer

End Date	
Start Date	
Name of Employer	
Type of Business	
City / State / Zip	
Position	
Pay Rate / Salary	
Duties	
Reason for leaving	
Supervisors Name	
Supervisors phone number	
May we contact them?	

Previous Employer

End Date	
Start Date	
Name of Employer	
Type of Business	
City / State / Zip	
Position	
Pay Rate / Salary	
Duties	
Reason for leaving	
Supervisors Name	
Supervisors phone number	
May we contact them?	

Previous Employer

End Date	
Start Date	
Name of Employer	
Type of Business	
City / State / Zip	
Position	
Pay Rate / Salary	
Duties	
Reason for leaving	
Supervisors Name	
Supervisors phone number	
May we contact them?	

Employer Policies

1. Dress Code

Elements Montessori maintains a formal business environment. Our formal dress code allows our employees to enhance their effectiveness by dressing in a manner that is consistent with being highly skilled, successful professionals who have excelled in their chosen professions and are at the cutting edge of the private education industry. Please read over the dress code sections which pertain to the position for which you are applying.

Have you read and are you able to comply with the dress code pertaining to the position for which you are applying? Yes No

2. Tobacco Free Workplace

In children, exposure to both cigarette smoke and cigarette smokers has been proven to be dangerous. Studies show that exposure to cigarette smoke can result in a higher rate of illness (including sore throats and ear infections), cause up to 250,000 new cases of asthma each year, trigger asthmatic episodes, result in death from SIDS, and result in permanent decreases in lung function. These dangers are not limited to exposure to second hand smoke; a January 2009 study on so-called "Third Hand Smoke" performed at the Massachusetts General Hospital for Children and published in Pediatrics shows that an invisible and toxic brew of heavy metals, carcinogens, and radioactive chemicals cling to the hair and clothing of smokers hours later and can be passed and ingested by children through casual contact in child care settings.

For the health of our staff and students, and to set a positive example for our students, Elements Montessori is committed to hiring non-smokers and maintaining a smoke-free work place. Elements Montessori is an entirely smoke free workplace. We believe that a healthy environment is a child's right and certify to our clients that their children are placed with non-smoking professionals to eliminate the dangers of "Third Hand Smoke". The use or storage of all tobacco products, including chewing tobacco, is prohibited in all areas and on all school property. Failure to comply with this policy will result in disciplinary action, up to and including termination.

Do you smoke? Yes No Are you able to comply with this no-tobacco policy? Yes No

3. Physical Qualifications

All positions at Elements may require having to lift and maneuver small children and boxes which weigh 50 pounds or more. Lifting requires the ability to lift children up to seven years of age on an ongoing basis. Assisting with toilet training is also required. Physical dexterity to work with small children or kitchen equipment, including stooping, kneeling, crouching, squatting, reaching, grasping, standing, lifting, climbing, walking, sweeping, raking, shoveling, and running quickly. Positions require regular attendance and the ability to stand and sit for long periods of time. Work will be performed in both inside and outside environments. Please request a copy of the Physical Description of the position you are applying for if you have additional questions.

Are you able and willing to perform the essential job duties for the position you are applying for, with or without reasonable accommodation? Yes No

4. Time Commitment

Employment at Elements Montessori requires an extensive time commitment. Employment may require preparation time before and/or after school hours (generally two hours for kitchen staff and one hour for teaching staff); additionally, attendance at staff meetings, parent/teacher conferences, staff trainings, school fundraisers, parent information meetings, new student comfort tours, and other events outside of the normal school schedule and the normal school calendar are required.

Are you willing to work these hours and able to commit to attendance at these events? Yes No

5. Other Job Functions

The cleanliness and maintenance of our facility is very important to us. We require employees to “clean as you go” and to maintain a neat and orderly environment. This includes sweeping and mopping floors, cleaning bathrooms, dusting, cleaning windows, washing dishes, cleaning laundry, emptying trash, and other tasks as directed by the Head of School.

Are you willing to perform these job functions? Yes No

Agreement and Certification

I certify that the information on this application is complete, true, and correct. I understand that any misrepresentation or omission of a fact or information sought on this application may result in my application not being considered or my employment, if hired, being immediately terminated. I also authorize Elements Montessori to check the references and statements on this application, agree to cooperate with such an investigation, and release it and anyone furnishing information from all liability or damage to me related to the information provided.

I understand that job offers with Elements Montessori may be contingent on successfully passing a physical examination and/or drug screen. Further, any job offer extended will be contingent upon successful completion of a criminal background check.

I further understand that Elements Montessori is an "at-will" employer. That means either I or Elements Montessori may terminate the employment relationship, with or without notice, for any reason or no reason at any time. The at-will relationship may not be modified by oral or written statements by anyone at Elements Montessori, except by the Director or Managers acting through signed written agreement.

Name of Applicant: _____

Signature of Applicant: _____

Date: _____

Applications are considered active for 180 days. Submissions/receipt of an application does not mean that Elements Montessori currently has a job position available.