



# Bilingual Montessori School Employment Application Form

Applying for: \_\_\_\_\_ School Year \_\_\_\_\_ Summer

**Please mail completed application to:**

115 Longview Dr.

505-672-1800

Los Alamos, NM 87544

Name \_\_\_\_\_

*Last First Middle Maiden*

Present Address \_\_\_\_\_

*Number Street City State Zip*

Telephone: Home (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Birth Date \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Are you under age 16 \_\_\_\_\_ YES \_\_\_\_\_ NO?

If "YES," can you provide proof of your eligibility to work? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you currently authorized to work in the United States? \_\_\_\_\_ YES \_\_\_\_\_ NO (Proof of eligibility will be required if hired.)

Do you speak English \_\_\_\_\_? Do you speak Spanish \_\_\_\_\_?

Position applied for: \_\_\_\_\_ How many hours can you work weekly? \_\_\_\_\_

Days / Hours available to work:

\_\_\_\_\_ Mon. \_\_\_\_\_ Tue. \_\_\_\_\_ Wed. \_\_\_\_\_ Thur. \_\_\_\_\_ Fri

Employment desired: \_\_\_\_\_ Full-Time Only \_\_\_\_\_ Part-Time Only

When will you be available to start work? \_\_\_\_\_

Have you ever been convicted of a crime, which is substantially related to the functions or qualifications of the job for which you are applying? \_\_\_\_\_ YES \_\_\_\_\_ NO

If "YES," please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**EDUCATION:**

Schools / Colleges Attended: # Years Year Graduated Degree

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**EMPLOYMENT / WORK EXPERIENCE:** Start with your present or most recent position.  
LAST THREE YEARS OF EMPLOYMENT- explain gaps in employment history (less than one month is not need)

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Job Supervisor: \_\_\_\_\_

Dates of Employments From:(mo./yr.) \_\_\_\_\_ To:(month/yr): \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Describe Duties / Responsibilities / Accomplishments: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

**For office use only:**

Verified By: (signature required) \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Job Supervisor: \_\_\_\_\_

Dates of Employments From:(mo./yr.) \_\_\_\_\_ To:(month/yr): \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Describe Duties / Responsibilities / Accomplishments: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**For office use only:**

Verified By: (signature required) \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

Dates of Employments: From \_\_\_\_\_ To \_\_\_\_\_

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Job Supervisor: \_\_\_\_\_

Dates of Employments From:(mo./yr.) \_\_\_\_\_ To:(month/yr): \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Describe Duties / Responsibilities / Accomplishments: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**For office use only:**

Verified By: (signature required) \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

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**REFERENCES:** Please list two personal and one business reference.

Name: \_\_\_\_\_

Relationship / Position: \_\_\_\_\_

Street Address: \_\_\_\_\_

How long have you know the person / Position: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

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Name: \_\_\_\_\_

Relationship / Position: \_\_\_\_\_

Street Address: \_\_\_\_\_

How long have you know the person / Position: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

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Name: \_\_\_\_\_

Relationship / Position: \_\_\_\_\_

Street Address: \_\_\_\_\_

How long have you know the person / Position: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize Bilingual Montessori School to investigate any information contained in this application as necessary to determine my qualifications. I understand that this application is not and not intended to be any kind of contract or agreement In the event of employment; I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in my immediate termination. I understand also, that I am required to abide to all rules, regulations, and policies of Bilingual Montessori School.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

**OFFICE USE ONLY:**

Arrange Interview: \_\_\_\_ YES \_\_\_\_ NO Date: \_\_\_\_\_ Time: \_\_\_\_\_

Position Applying for: \_\_\_\_\_ Staff \_\_\_\_ Volunteer \_\_\_\_

Remarks: \_\_\_\_\_

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