



Employment Application

Willow Oak Montessori does not discriminate on the basis of race, color, religion, age, gender, sexual orientation, national origin or ethnicity, marital status, disability, military status or other legally protected classification.

Position Desired: _____

Personal Information:

Name:

Last

First

Middle

Address:

Street

Apt. #

City

State

Zip Code

Phone: _____

Home

Cell

E-mail: _____

Education:

College / University	Major	Degree/Diploma	Year Granted

High School	Address & Telephone #	Graduated?
		Yes <input type="checkbox"/>
		No <input type="checkbox"/>

Licensure & Certification:

Montessori Certification: Yes No

Level(s): _____ Date of Certification: _____

Granting Institution & Address:

Public School Teaching License: Yes No

Issuing State(s): _____ Expiration Date: _____

Level Preparation (Degree) : _____

Areas of Licensure:

Elementary (K-6): Yes No

Pre K / Kindergarten: Yes No

Middle Grades (6-8): Yes No

Subject area(s) _____

Exceptional Children: Yes No

Specific area(s) _____

NTE / PRAXIS: Yes No

Examination Date: _____

Minimum Requirement Satisfaction for the NTE/PRAXIS: Yes No

Student Teaching:

If your student teaching was completed within the last three years, please supply the following information.

School Name _____

Address: _____

Grade/Subject: _____ Dates: From _____ to _____

Supervising Teacher _____ College Supervisor: _____

Language Fluency:

Languages Spoken: _____

Level Of Fluency: _____

Other Information:

Major Achievements, Awards, Honors

Please indicate any other special skills/talents you feel would be helpful in a school setting:

Teaching Experience:

School	Address & Phone #	Level / Grade/ Subject	Duration (from ___ to ___)

Non – Teaching Work Experience:

Position	Organization	Supervisor	Duration (from ___ to ___)

Do you have any concerns regarding our contacting your current or former employer(s) or other relevant sources regarding your qualifications? Yes No

If yes, explain: _____

Note: We normally will contact references and other relevant sources only for job finalists to whom we give serious consideration for employment.

Are you currently under contract to a school system or private system? Yes No.

If so, when does your contract end? _____

How much advanced notice must you give your current employer if you leave your existing position?

References:

Please provide the names and addresses of a minimum of three supervisors who have most closely observed your work as an employee (or student if no employers).

Full Name	Position and Organization	Address	Telephone #

Additional Information:

1. Have you ever been convicted of a felony or any other criminal offense, either within or outside the state of North Carolina? Yes No. If yes, please identify the date, location and circumstances of each such conviction. (Use the back of this page if necessary)

(Note: A "yes" answer does not automatically disqualify you from employment.)

2. Has your teaching certification or license ever been suspended or revoked? Yes No
3. Has your teaching contract ever failed to be renewed? Yes No
4. Have you ever been discharged /requested to resign from a former position? Yes No

Candidate's Professional Statement:

On separate sheet of paper, please provide us with a brief statement about your teaching philosophy, any special skills or experiences that might add value to our school culture, and why you believe you are a good fit with Willow Oak Montessori.

Affirmation and Agreement:

I hereby affirm that the information provided on this application and any accompanying documentation, if any, is true and complete to the best of my knowledge. I agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I authorize persons, schools, current employers, previous employers and organizations named in this application to provide Willow Oak Montessori with any relevant information regarding my qualifications for employment. I further authorize Willow Oak Montessori, its agents of appropriate law enforcement agencies to conduct an investigation of federal and/or state criminal records, and will cooperate fully therewith including providing necessary fingerprints and authorizations. As a part of this application, I understand that, in compliance with North Carolina General Statute 115C-323, I shall provide Willow Oak Montessori with a certificate from a physician, qualified nurse practitioner, or physician's assistant, who is licensed in his or her respective position by the State of North Carolina, certifying that I do not have any physical or mental disease, including tuberculosis in the communicable form or other communicable disease, that would impair my ability to perform my duties effectively. (The School may require any employee to take a physical examination when necessary.)

I have read, understand, and agree to (where agreement is required) all of the information contained herein. : Yes No

Signature of Applicant:

Date

Office Use Only

Application Received _____

Date of Interview _____

Interviewer Initials _____

Classroom Observation _____

Starting Date _____

Position Filled _____