



Application for Employment

Please print or type. This application must be fully completed to be considered.

Please complete each section, even if you attach a resume.

Mercy Montessori Center is an equal Employment Opportunity Employer. Our policy is clear: there shall be no discrimination on the basis of age, disability, sex, race, religion or belief, gender, marriage/civil partnership, pregnancy/maternity, or sexual orientation. We are an inclusive organization and actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone."

Personal Information				
Name (Last, First Middle Initial)			When would you be able to start work?	
Street Address:		City	State	Zip
Have you previously been employed by our school? Yes No		If yes, when?		
Have you ever filed an application with us before? Yes No		If yes, when	Are you at least 18 years old? Yes No	
Are you legally authorized to work in the US? Yes No		Can you provide proof of eligibility to work in the US? Yes No (Proof of Eligibility will be required before you can be employed.)		
Position you are applying for:		Desired Wages/Salary		
Are you willing to work: Check all that apply: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Substitute <input type="checkbox"/> Weekends <input type="checkbox"/> Overtime				
Do you have reliable transportation to and from work? Yes No				
Education				
Name of Elementary School		City/State	Circle highest grade completed 1 2 3 4 5 6 7 8	
Name of High School		City/State	Circle highest grade completed 1 2 3 4 Did you graduate	
Name of College		City/State	Degree Completed/Expected	Average Grade
Name of College		City/State	Degree Completed/Expected	Major of Field
Name of College		City/State	Degree Completed/Expected	Major of Field
Please list any other job related, educational institutions, licenses, certifications, specialized training, apprenticeship, skills or any additional information you feel may be helpful for us to consider your application.				

Employment History (Please list below starting with your current or most recent position.)

Present or Last Position	Name of Organization	From Month/Year	To Month/Year
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Street Address	City	State	Zip Code
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Duties	Reason for Leaving
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Starting Salary	Final Salary	Bouns	Commission
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Name of Supervisor	Title and Department of Supervisor	Phone number of Supervisor
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Do we have permission to contact your supervisor?

Present or Last Position	Name of Organization	From Month/Year	To Month/Year
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Street Address	City	State	Zip Code
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Duties	Reason for Leaving
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Do we have permission to contact your supervisor?

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

Please read the following statements carefully before signing.

- In consideration of my employment, I agree to conform to the policies and procedures of the Mercy Montessori Center. I understand that in accepting this application Mercy Montessori is in now way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without reason and with or without notice at any time.
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- I understand that this application will be kept on file for one year from the date completed, after which time I would have to reapply in accordance with Mercy procedures.
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- I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information or significant omissions on either this application or during the pre-employment process will result in my application being rejected, or, may be cause for subsequent dismissal if I am hired.
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- I also understand that any offer of employment is conditioned on pre-employment procedures, which includes background checks, tests and documentation. I will, upon request, sign all necessary consent and authorization and release forms. I voluntarily and knowingly authorize Mercy Montessori and/or its agents, to verify any aspect of the information contained in my employment application or through public and private resources. I authorize any third party organization to perform a consumer report and background investigation. I also authorize and consent to any companies, schools, or persons listed on this application (or accompanying resume) to give any information regarding my employment, qualifications and character to Mercy Montessori Center. I understand that the employment information may include, but is not necessarily limited to, performance evaluation and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.
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- I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless you, your agents and any former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liabilities, demands, causes of action, damages, or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release of any such information to you, your agents, or consumer reporting agency.
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- I understand that I may be required to take a drug test as part of the application process, as a condition of employment or at any time during employment. I may also be required to take and pass a physical exam if I am selected for employment and before beginning employment.
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- I agree that any claim or lawsuit relating to my service with Mercy Montessori Center must be filed no more than (6) months after the date of the action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.
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- I have read and understand the contents of this employment application and am fully able and competent to complete it.

Signature <hr/>	Date <hr/>
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