

MONTESORI

ACADEMY OF CHICAGO

APPLICATION FOR EMPLOYMENT

BASIC INFORMATION

LAST NAME	FIRST NAME	MIDDLE	DAY PHONE	EVENING PHONE
STREET	CITY	STATE	ZIP	EMAIL

EDUCATION

GRADUATE SCHOOL	DATES ATTENDED	DEGREE GRANTED	
UNDERGRADUATE	DATES ATTENDED	FIELD OF STUDY	DEGREE GRANTED
HIGH SCHOOL	CITY, STATE	DIPLOMA GRANTED: <input type="radio"/> Yes <input type="radio"/> No	
OTHER STUDIES			

WORK EXPERIENCE (list most recent first)

EMPLOYER	ADDRESS	POSITION	DATES EMPLOYED
EMPLOYER	ADDRESS	POSITION	DATES EMPLOYED
EMPLOYER	ADDRESS	POSITION	DATES EMPLOYED

REFERENCES (Professional Reference: please list three professional references familiar with your academic or employment performance)

1:

NAME	POSITION	RELATIONSHIP TO APPLICANT	PHONE	
STREET	CITY	STATE	ZIP	EMAIL

2:

NAME	POSITION	RELATIONSHIP TO APPLICANT	PHONE	
STREET	CITY	STATE	ZIP	EMAIL

3:

NAME	POSITION	RELATIONSHIP TO APPLICANT	PHONE	
STREET	CITY	STATE	ZIP	EMAIL

(Character Reference: please list three personal references who know you personally)

NAME	POSITION	RELATIONSHIP TO APPLICANT	PHONE	
STREET	CITY	STATE	ZIP	EMAIL

QUESTIONNAIRE

What is the earliest time of day that you are available to work?

- 6:30 a.m. 8:00 a.m. 10:00 a.m. 12:00 p.m. 2:00 p.m.

What is the latest time of day you that you are available to work?

- 12:30 p.m. 1:00 p.m. 3:30 p.m. 4:00 p.m. 7:00 p.m.

What days are you available to work?

- Monday Tuesday Wednesday Thursday Friday

Which age range do you prefer?

- 0-15mos. 15-24mos 2-3yrs 3-6yrs

Which position are you applying for?

- Teacher Assistant Substitute Administrative Intern

Describe your computer technology proficiency. Computer technology proficiency is not necessary.

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Answer the following questions on a separate sheet of paper.

1. What is your interest in becoming an intern, educator or administrative assistant?
2. In your most recent employment describe what you feel was your strongest asset or strength.
3. What experience have you had with children that would be valuable to this position?
4. How would you describe yourself in terms of personality, temperament, interests, talents and hobbies?
5. What is the reason you are leaving your current position or electing to enter this profession at this time?

Enclose a copy of a current resumé.

If Montessori certified, attach a copy of your certification to this application.
Montessori certification is not required for this position. Limited grant programs are available to assist with obtaining AMS credentials.

Please check the box if you are interested in learning more about this program.

PRINT NAME

DATE

SIGNATURE