



Nurturing Tomorrow Today

EMPLOYMENT APPLICATION

Please complete this application in its entirety. If an item is not applicable, please answer N/A. (Please Print or Type)

Date of Application _____ Position Applying for _____
(Teacher, Assistant Teacher, Clerical, Food Service, Other)

Name: _____
Last First Middle

Date of Birth: _____ Place of Birth _____ Social Security # _____
(month/day/year) (City/State)

Current Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

Phone _____ E-mail _____
Home Cell

Age group preference: (Teachers) _____ Toddlers (24-35 months) _____ Primary (3-5 yrs.) _____

Do you hold a Mississippi Teaching Certificate? ___ Yes ___ No

List all areas in which you hold a valid teaching certificate

Area of Certification	Issuing Agency	Date Issued

Educational - Document highest educational level. Attach copy of diploma, GED, CDA or college transcript.

	School or Institution and Location	Major or Field of Study	Diploma, Degrees	Grade Point Average
High School				
College/University				
Graduate Study				
Special Training/ Certificates				

Please submit an official College Transcript to be sent to the address below.

Work Experience

Date of Employment	Name of Employer:		
	Address:		
	Telephone:		
Job Title and Duties:		Reason for Leaving:	
Supervisor Name & Title:		Salary:	

Date of Employment	Name of Employer:		
	Address:		
	Telephone:		
Job Title and Duties:		Reason for Leaving:	
Supervisor Name & Title:		Salary:	

Date of Employment	Name of Employer:		
	Address:		
	Telephone:		
Job Title and Duties:		Reason for Leaving:	
Supervisor Name & Title:		Salary:	

Describe any other experience you have had working with children.

Which of your personal qualities are most likely to positively contribute to your work with children?

Describe your interest, hobbies, and/or talents.

Please explain what you know about Montessori, or experiences you have had in Montessori classrooms either as an assistant, teacher or student, and previous Montessori courses or workshops attended.

List special job-related skills, talents, special awards, honors, activities, or experiences that you feel may be helpful in considering your application.

List technology skills, professional development activities, or specialized training you feel may be helpful in considering your application.

REFERENCES

References should include your most recent supervisor(s), professor(s), and one other person (not related to you) who have first-hand knowledge of your professional competence and your personal qualification. Each reference is asked to submit a letter of recommendation on your behalf to Dr. Limmie M. Flowers, Kingston Montessori, 508 Clinton, Clinton, MS 39056.

Name	Relationship	Address	Telephone (Business/Mobile)	E-Mail Address

GENERAL BACKGROUND INFORMATION

- *Were you ever convicted of a criminal offense? Yes No
- *Are you currently under charges for a criminal offense? Yes No
- *Within the past 10 years have you been fired from any job for any reason? Yes No
- *Are you subject to any visa or immigration status, which would prevent lawful employment? Yes No

Other Documents Required for Employment:

- o Letter of Suitability for Employment (Criminal Records check, Child Abuse Central Registry check, Sex Offender Registry check)
- o Mississippi State Department of Health Certificate Immunization Compliance Form 121:

Agreement:

I, the undersigned, do solemnly attest that all of the information in this application, including separate documents are accurate. I understand that intentionally providing false information on this application will result in withdrawal of consideration for employment.

KINGSTON MONTESSORI has my permission to perform all criminal records checks, a Child Abuse Central Registry Check, and contact previous employers and personal references.

Name Printed

Signature Date

Return application to:
Dr. Limmie Flowers, Director • Kingston Montessori • 508 Clinton Blvd. • Clinton, MS 39060
Email: lflowers@kingstonmontessori.org

Submission options

1. Select the “PRINT” option within your internet browser and mail or bring form to Kingston Montessori, 508 Clinton Blvd., Clinton, MS 39056

OR

2. Select the “SHARE” option within your internet browser and email form to lflowers@kingstonmontessori.org