



608-615-1800  
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[www.greatrivermontessori.com](http://www.greatrivermontessori.com)  
 N5560 County Rd. NM STE #4  
 Onalaska, WI 54650

## APPLICATION FOR EMPLOYMENT

(Please complete all spaces and return the completed application along with the completed Availability form )

Position applying for: \_\_\_\_\_ Date of application: \_\_\_\_\_

**Personal**

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

\_\_\_\_\_ (first) \_\_\_\_\_ (last) \_\_\_\_\_ (middle)

Current Address: \_\_\_\_\_

(street) \_\_\_\_\_ (city)

\_\_\_\_\_ (state) \_\_\_\_\_ (zip)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Education**

TYPE OF SCHOOL	NAME AND LOCATION	YEARS ATTENDED	GRADUATED	SUBJECT/MAJOR
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				
OTHER EDUCATION				
OTHER EDUCATION				

**Work Experience: Please list your last 3 employers.**

Employer-Company/School	Dates	Job Title/Duty	Reason For Leaving
Name:			
Address:			
Name:			
Address:			
Name:			
Address:			

May we contact your current employer for references? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please sign and date here: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

**References: Please list two professional references and two personal references.**

Professional	Name	Address	Telephone	Title
1				
2				
Personal	Name	Address	Telephone	Title
1				

2				
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**In the space provided, please explain your qualifications, abilities, and training. Include your reasons for seeking the responsibility you are applying for. If more space is needed, use back.**

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**Have you ever been dismissed or non-renewed, or have you resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the jobs performance expectations, incompetence, inefficiency, or neglect of duty, unprofessional conduct or insubordination? \_\_\_\_\_Yes\_\_\_\_\_No. If you checked “yes” please give a brief description.**

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**Is there a criminal charge, felony or misdemeanor, currently pending against you which would substantially relate to the position you are applying for with Great River Montessori? \_\_\_\_\_Yes\_\_\_\_\_No. If you checked “yes” please give a brief description of the pending charges.**

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**Have you ever been convicted of a crime, felony or misdemeanor, which would substantially relate to the position you are applying for with Great River Montessori? \_\_\_\_\_Yes \_\_\_\_\_No. If you checked “yes” please give a brief explanatory statement.**

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**Conviction of a crime or arrest is not an automatic bar to employment. Great River Montessori will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.**

**ACCEPTANCE, RETENTION OR REVIEW OF THIS APPLICATION FOR EMPLOYMENT BY GREAT RIVER MONTESSORI DOES NOT GUARANTEE THAT AN APPLICANT WILL BE OFFERED A JOB. ANY MISREPRESENTATION OR WILLFUL OMISSION OF FACTS BY THE APPLICANT ON THIS APPLICATION WILL CONSTITUTE SUFFICIENT CAUSE TO DISQUALIFY THE APPLICANT OR TERMINATE THE APPLICANT’S EMPLOYMENT.**

Great River Montessori Inc. complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Great River Montessori School Board that no person on the basis of race, color, national origin, sex, or handicap shall be discriminated against, or otherwise be subjected to discrimination in employment or promotion.

I certify that all information contained in this application is correct and accurate, and I hereby authorize Great River Montessori to conduct work history and personal reference inquiries to determine my acceptability for employment.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Employment Availability

Great River Montessori follows a nine-month school calendar, September through May. There is potential to continue employment during the summer if desired. The school day is from 8:00 AM - 3:00 PM. We provide before-care starting at 7:00 AM and after-care ending at 5:00 PM. We have staff hours available from 6:50 AM through 5:15 PM and are looking to fill part and full-time positions.

**Please indicate below any/all times you are available during the week between the hours of 6:50 AM and 5:15 PM.**

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Hours Desired: \_\_\_\_\_

**Desired Room:**

\*There is not a guarantee you will be placed in this room, but we will try our best to accommodate.

\_\_\_ Infant (6 weeks - 1 years old)

\_\_\_ Toddler (1 yrs. old - 3 yrs. old)

\_\_\_ 3K (3 yrs. old - 4 yrs. old)

\_\_\_ Children's House 4K & K (4 yrs. old - 6 yrs. old)

\_\_\_ Elementary 1 & 2 (6 yrs. old - 12 yrs. old)